

Job Description

Cross Gates Primary School

Role: Inclusion Support Worker (ISW)

At Cross Gates Primary School we are committed to safeguarding and promoting the wellbeing of all children, and expect our staff and volunteers to share this commitment.

Job title: Inclusion Support Worker

Location: Cross Gates Primary School

Grade: B3

Responsible to: Headteacher/SENCO

Purpose of role:

To support the access to education and the raising of the standards of educational attainment, for individuals or specific groups of children. Providing support to address the needs of those pupils to overcome barriers to learning. Support out of hours activities and residentials.

Main duties:

1. Collaborate with the SENCo or Headteacher in the assessment of pupils to support the determination of specific needs / requirements of individuals.
2. Under the direction of the SENCo or Headteacher, provide advice to enable pupils to make choices about their own learning, including information about the opportunities, support mechanisms and organisations available.
3. Support the implementation of support plans / action plans.
4. Support other staff in ensuring that the educational setting of the pupil effectively meets their needs.
5. Support the challenge and motivation of pupils, promoting and reinforcing self-esteem.
Under the direction of the SENCo or Headteacher, provide feedback to pupils in relation to progress, achievement, behaviours and attendance.
6. Under the direction of the SENCo or Headteacher, assist other staff in planning, evaluating and adjusting learning activities as appropriate.
7. Support the monitoring and evaluation of pupil's responses and progress against action plans through observation and planned recording.

8. Provide objective and accurate feedback and reports as required, to other staff on pupil's achievement, progress and other matters.
9. Contribute to the development of constructive links with the families / carers of pupils under the direction of the SENCo or Headteacher.
10. In conjunction with the Learning Mentor, SENCo or Headteacher, provide advice and support for families in relation to the educational opportunities available.
11. In conjunction with the SENCo or Headteacher, effectively communicate and collaborate with other internal and external agencies/professionals and other members of multi-disciplinary teams, in liaison with teaching / senior staff, to support achievement and progress of pupils.
12. Be aware of and comply with policies and procedures relating to child protection, health, safety, confidentiality and data protection, reporting all concerns to the appropriate person.
13. Support the development of strategies to provide guidance to support the specific needs of pupils.
14. Participate and contribute to continuous professional development to ensure up to date knowledge and skills.
15. Maintain professional records and appropriate casework notes in relation to individual pupils.
16. Support the delivery of guidance / advice to support specific pupil needs.
17. Contribute to the promotion of a positive view of inclusion.
18. Contribute to the operation of a child centred approach to individual cases.
19. Support a creative and flexible approach to meeting the educational needs of pupils.
20. Prepare and use specialist equipment, plans and resources to support pupils.
Provide support for regular out of school hours clubs and activities, residential and off site support for individual pupils.
21. To undertake any other duties that are commensurate with the post.

Any Special Conditions of Service:

There is a requirement to submit to an enhanced Criminal Records Bureau (DBS) background check. Term time working. There may be a need to regularly work outside of school hours and off school premises, as required by the school. No smoking policy.

EMPLOYEE SPECIFICATION:

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Ess	Des	MOA
Good numeracy/literacy skills	*		I
Proven ability to work successfully with pupils with challenging behaviour	*		I
Ability to relate well to children and adults	*		I
Ability to work constructively as part of a team	*		I
Maths and/or English Grades GCSE A-C or CSE level 1		*	C
Current "Team Teach" training or equivalent		*	C
Able to recognise own training needs and willing to undergo relevant training		*	I
Ability to support families and carers with pupils challenging behaviour		*	I

KNOWLEDGE/QUALIFICATIONS	Ess	Des	MOA
Understanding of relevant policies/codes of practice and awareness of relevant legislation	*		I
Basic understanding of child development and learning	*		I
Working with or caring for children of relevant age	*		I
General understanding of national/foundation stage curriculum and other basic learning programmes/strategies	*		I
Understanding classroom roles and responsibilities and your own position within these.		*	I
NVQ 2 for Teaching Assistants or appropriate level of experience of operating in the classroom environment	*		I / C
Training in the relevant learning strategies e.g. English, Mathematics	*		I

EXPERIENCE	Ess	Des	MOA
Experience of dealing with queries from a wide range of people	*		I
Experience of working as part of a team		*	I
Experience of organising work tasks and duties to meet appropriate service standards eg in terms of timeliness, accuracy and customer care		*	I

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des	MOA
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	*		I
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	*		I
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives	*		I
An ability to respect sensitive and confidential work.	*		I
Commitment to own personal development and learning.	*		I

METHOD OF ASSESSMENT(MOA)	A = Application Form
	I = Interview
	C = Certificate