



**GUISELEY
SCHOOL**

Job Description

Job Title:	Inclusion Support Worker
Line Managed by:	Lead SENDCo and Deputy SENDCo
Accountable for:	No Line Management responsibility

Job Purpose

Under the direction of the Lead SENDCO and Deputy SENDCO ensure access to and support individual or groups of students. Record appropriate casework notes and observations in relation to individual students. This post combines the provision of learning and support across the curriculum with supervision duties

Policy title

Main Duties and Responsibilities

1. Provide advice to enable students to make choices about their own learning following strategies on their plans and effectively communicate and collaborate with all staff about student achievement and progress.
2. To supervise students at break and lunchtimes and attend relevant meetings as required.
3. To promote the inclusion and acceptance of all students either within the classroom or areas of the school and support with exam invigilation as directed by the SENDCO.
4. To establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs
5. To attend to the students' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
6. To be aware of student problems/progress/achievements and report to the teacher as agreed
7. To provide clerical/admin. support e.g. photocopying, typing, filing
8. To accompany teaching staff and students on visits, trips and out of school activities as required

Other Duties and Responsibilities

1. To participate in professional and personal development programmes as required, including training and performance review.
2. To contribute to the school ethos through demonstrating a flexible approach to undertaking tasks and responsibilities.
3. To contribute to the administration team ethos through demonstrating a flexible approach to undertaking tasks and responsibilities
4. To contribute to the overall ethos/work/aims of the school.
5. To be aware of, and comply with, policies and procedures relating to child protection and safeguarding, reporting any concerns to a designated person.
6. To be aware of, and comply with, health & safety; security; confidentiality and data protection policies and procedures reporting all concerns to an appropriate member of senior leadership team.
7. To support the School's Equality and Diversity Policy.
8. To appreciate and support the work of other professionals.
9. To undertake any other duties commensurate with the grade of the post.

Variations in role

Please note that specific responsibilities may be negotiated within the Customer Services Team.

Policy title

Given the dynamic nature of the role and structure of Guiseley School, it must be accepted that, as the school's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time, commensurate with the grading level of the post and following consultation with the post-holder.

Our school is committed to safeguarding and promoting the welfare of children and upholding fundamental British values and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure Barring Service Check.

We seek to promote diversity and equality of opportunity - applications are welcome from all, irrespective of gender, race, marital status, age, disability, sexuality, religion or faith. We also promote and practice the key Fundamental British Values to both staff and pupils.

Signed post holder _____

Date _____

Guiseley School Person Specification

Title of Post		Inclusion Support Worker	
Department		Lead SENDCo and Deputy SENDCo	
Specification prepared by			
Date		June 2026	
Factor	Essential	Desirable	How Identified
Skills and Abilities			
1.	Use basic technology – computer, video, photocopier	Demonstrable relevant experience	Application Form, Interview & Selection Process
2.	Ability to relate well to children and adults		

Knowledge and Understanding			
1.	Working with or caring for children of relevant age	Work constructively as part of a team, understanding classroom roles and responsibilities and	Application Form & Selection Process

Policy title

		your own position within these	
2.		Appropriate knowledge of first aid	Application Form & Selection Process
Qualifications & Training			
1.	Good numeracy/literacy skills		Application Form Certificate
2.	Participate in development and training opportunities		
3.	GCSE English and Maths at grade C or equivalent grade		
Other Conditions			
		Interest in a future career in teaching	Application Form