



Maiden Erlegh Trust

Job Description

Role	Inclusion Support Worker	School/Department	Hamilton School
Grade	Grade 5 Spinal points 12 to 17	Reports to	Behaviour Lead
Job Evaluation Code	MER029	Date of evaluation	September 2022

Purpose	<p>To support positive student conduct around the school through our behaviour systems including "On Patrol", Daily After School Detention and supervising students.</p> <p>To analyse data within the behaviour management systems and provide regular reports to teaching and pastoral staff in respect of behaviour.</p> <p>To support the supervision of students during break and lunch times.</p> <p>To support the Pastoral Team in managing behaviour, being on hand to support throughout the day across all year groups.</p>
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Scope	Main contacts: Students, Staff	Staff responsibilities: None	Financial accountability: None
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Key accountabilities	To assist with and promote key behaviour management processes and procedures across the school.
Main duties and responsibilities	<p>In supporting our behaviour systems:</p> <ul style="list-style-type: none">• To provide supervision of students during snack breaks.• To support school behaviour management during break time and allocated 'on patrol' duties and throughout the day.• To assist in the Supported Study area when required.• To analyse data within the behaviour management system and provide reports to teaching and pastoral staff.• To carry out other duties within the school, as required (e.g., morning and afternoon duties, supervising pupils in after school activities, off-site activities).• Complying fully with school policy, all relevant Health and Safety regulations, Safeguarding procedures and Risk Assessments.• To support the Pastoral Team in dealing with behaviour issues which may arise throughout the course of a day.• To register and record student attendance.• To ensure orderly entry and exit.• To maintain high behaviour expectations in line with policy.• To instruct students regarding the work provided.• To supervise students• To provide students with the necessary resources for their learning.• To ensure a calm and purposeful atmosphere• To follow school systems and procedures on behaviour management. <p>Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the post holder</p>
Other requirements	Enhanced DBS clearance is required.

**and
responsibilities**

Structure chart

Headteacher



Behaviour Lead



Inclusion Support Worker



**Maiden Erlegh Trust
Person Specification**

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Grade	Grade 5	Job Evaluation Code	MER029

Qualifications, training, and education	<ul style="list-style-type: none">NVQ Level 2 or equivalent in English and maths.
Experience	<ul style="list-style-type: none">A proven track record of relevant work with young people in one of a range of fields, including Education, Youth work, Health or Social Services.Knowledge and understanding of issues related to Child Protection and confidentiality.
Skills and abilities	<ul style="list-style-type: none">Good general communication skills.Ability to command and show respect.Ability to offer a firm but friendly approach and be self-confident in dealing with young people.Excellent time management and effective organisational skills.Appropriate confidentiality in approach.Willingness to understand the challenges young people face when growing up and develop supportive ways of managing and dealing with these issues.Resilience when dealing with vulnerable/ disaffected students.A positive attitude.A sense of responsibility.Ability or desire to drive the school minibus would be an advantage.Flexible approach to working and commitment to ongoing service and personal development (through self-evaluation and learning from others).Resilience to work in a trauma informed setting with students who have social emotional and mental health needs
Requirements specific to the role	<p>All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.</p> <p>To ensure awareness of local safeguarding policies and procedures and to report any concerns or information received as required.</p>

The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.

Maiden Erlegh Trust is an Ethical Leadership Pathfinder organisation, and we are committed to safeguarding, equality and promoting the welfare of children and young people. We are also committed to having the highest expectations of pupil/students and staff and supporting everyone to reach their full potential. All employees of the school and Trust are expected to share these commitments. All posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All Leadership roles will require a Section 128 check.

Signed: _____

Date: _____

Post holder