

INCLUSION UNIT ASSISTANT JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Inclusion Unit Assistant	Location	Wrenn School
Salary	NJC Scale 5, (Points 12- 17) £29,524 - £32,046 Actual salary £24,637 - £26,742	Hours	35 hours per week 40 weeks per year
Department	Support Staff	Reports To	Assistant Principal

JOB PURPOSE:

Wrenn School are seeking to employ a motivated, enthusiastic and practically minded Inclusion Unit Assistant to join the Behaviour Team. Training will be provided to the successful candidate. A willingness to work with children of secondary school age is essential.

KEY RESPONSIBILITIES AND DUTIES:

MAIN RESPONSIBILITIES OF THE POST

- Provide support for students with academic and self-improvement work, under direction of the AP.
- Assist students by breaking down complex tasks into simpler steps.
- Help students review their own progress.
- Encourage, reassure and increase pupil confidence in order to raise self-esteem and diminish fear of failure.
- Create a climate for learning in which the pupil feels at ease, confident and not worried about making mistakes.
- Identify pupils' difficulties and discuss approaches with class teachers.
- Work with identified students in our bespoke provision to help them understand how their own behaviours affect future self-development.
- Liaise with teaching staff over progress, as required.
- Provide a calm, supportive environment for students to start their day.

MANAGE STUDENT BEHAVIOUR

- Counsel and calm students when appropriate.
- Be observant and proactive in order to prevent inappropriate pupil behaviour.
- Recognise and reward improvement.
- Rehearse appropriate behaviour with individual students.
- Work with individual students on programmes designed to improve their behaviour in all aspects of school life.
- Supervise students in the Reset rooms.

ADMINISTRATIVE SUPPORT

- Record-keeping as directed by the AP.
- Liaising with subject staff over schemes of work and appropriate work for students in the Unit.

INCLUSION UNIT ASSISTANT JOB DESCRIPTION AND PERSON SPECIFICATION

- Liaising with colleges and other settings regarding appropriate courses for students, and progress of students who are on such courses.

OTHER DUTIES

- This role will have a focus on Behaviour, Welfare and Mental Health.
- The role will be to address the needs of the students who need help to overcome barriers to learning.
- Assisting in preparing the learning environment.
- Promote positive student behaviour in and around the school, to ensure a constructive working environment.
- Act to ensure pupils' health and safety.
- Following school policies and procedures especially those relating to child protection and health and safety.

SCHOOL CULTURE

- Support the academy's values and ethos by actively promoting and contributing to the development and implementation of policies, practices and procedures.
- Help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- To be active in issues of student welfare and support.
- Support and work in collaboration with colleagues and other professionals in and beyond the school.

PASTORAL DUTIES

- To be approachable and supportive to enable students to thrive.
- Promote the general progress and well-being of individual students and of the school as a whole.
- Liaise with the pastoral team to ensure the implementation of the school's pastoral system.
- To instil high expectations for our students and encourage our students to reach their potential.

OTHER PROFESSIONAL RESPONSIBILITIES

- Establish effective working relationships, ensure professional conduct and be an effective role model to students at all times.
- Undertake other various responsibilities as directed by the Head of Department or Senior Team.
- To actively participate in own development and professional learning and (depending on experience and career stage) to contribute to the development of others.

SCHOOL ETHOS AND COMMUNITY

- Promote the school's unique identity and celebrate its achievements.

INCLUSION UNIT ASSISTANT JOB DESCRIPTION AND PERSON SPECIFICATION

- Recognise, praise and celebrate the commitment and achievements of colleagues, students and other stakeholders.
- To be a positive role model of the values and behaviours that underpin the school vision.
- Collaborate with colleagues to ensure the sharing of resources to the benefit of the school, department and individual students.
- Contribute to wider life of the school through your participation in meetings, extra-curricular events and information/open evenings.
- Participate in Creative Education Trust and sector-wide activities in order to share best practice, contribute to the development of Trust strategies and policies and promote the school and Creative Education Trust in a national context.
- Undertake any other reasonable duties deemed appropriate to the role.

SCHOOL ETHOS AND COMMUNITY

- Must be adaptable, flexible and change agile.
- A clear understanding and commitment to the school, Creative Education Trust and its vision.
- An ability to enthuse and engender a desire for learning and passionate commitment to excellence at all levels.
- High level interpersonal and communication skills.
- Commitment to inclusive education providing opportunity for achievement for all.
- Integrity, openness, energy and enthusiasm.

JOB REQUIREMENTS:

	Essential	Desirable
QUALIFICATIONS	• Demonstrable levels of numeracy and literacy equivalent to GCSE (A*- C) or above in English, Maths and Science.	• Counselling qualification.
EXPERIENCE	• Working in a school environment A minimum of two years' experience of working with children (either paid or unpaid capacity) preferably in a secondary education setting. • Working with young people. • Working within a clear vision and set of values.	• Previous experience working with students with their behaviour, welfare and mental health.
KNOWLEDGE AND UNDERSTANDING	• Understanding of the characteristics of working with students. • Awareness of relevant legislation relating to child protection.	• Understanding of the characteristics of working with students with behaviour, welfare and mental health needs.

INCLUSION UNIT ASSISTANT JOB DESCRIPTION AND PERSON SPECIFICATION

SKILLS AND PERSONAL ATTRIBUTES	• Basic understanding of how students learn. • Ability to support/advise teaching staff in managing behaviour. • Understanding of issues affecting behaviour and barriers to learning. • Ability to implement individual behaviour improvement strategies. • Excellent communicator. • A 'Can Do' attitude and hardworking. • Excellent timekeeping. • Excellent interpersonal skills with pupils, colleagues, parents and outside agencies. • Ability to give and receive effective feedback and act to improve own performance and that of others. • Ability to explain ideas clearly and succinctly. • Ability to ask for support and advice where necessary & to work to tight deadlines under pressure. • Self-motivating with a positive outlook and attention to detail. • Ability to build and work as part of an effective team. • Ability to see tasks through to a successful conclusion. • Ability to reflect on own performance and adapt working practice if and when required. • Proven ability to establish productive professional relationships with children, colleagues, and parents.	
CREATIVE EDUCATION TRUST VALUES	All colleagues are expected to demonstrate the Creative Education Trust values in their work by: • Empowering Ambition: Supporting personal growth, innovation and high performance.	

INCLUSION UNIT ASSISTANT JOB DESCRIPTION AND PERSON SPECIFICATION

	• Championing Equity: Promoting fairness, inclusion and high expectations for every student. • Unlocking Opportunity: Helping create access to knowledge, experiences and networks that broaden horizons. These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity.
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice.
OTHER REQUIREMENTS	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.