

# De Aston School Inclusion Assistant JOB DESCRIPTION

Last Update: October 2020

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<b>JOB TITLE:</b> Inclusion Assistant	
<b>GRADE:</b> 4	
<b>REPORTS TO:</b> Inclusion Manager	
<b>1.</b>	<b>PURPOSE OF JOB:</b> To work with targeted students and staff to ensure appropriate levels of behaviour are maintained. Under the direction of the Isolation Manager the postholder will work with students to improve behaviour and support staff within school.
<b>2.</b>	<b>MAIN RESPONSIBILITIES, TASKS &amp; DUTIES</b>
i.	To work with students who are showing signs of being disaffected or disengaged with learning.
ii.	To develop and deliver bespoke programmes for individuals and/or small groups of students to address issues in current behaviour.
iii.	To manage challenging and extreme behaviour of individual students.
iv.	To calm and diffuse difficult situations involving students.
v.	To request and organise appropriate work for students in the inclusion unit.
vi.	To create a supportive learning environment in the inclusion unit.
vii.	To contribute to individual student's plans e.g. IEPs, PSPs, Behaviour Support Plans, etc..
viii.	To promote positive behaviour management by modelling and suggesting effective strategies with students in class and around school, including during break and lunchtimes.
ix.	To attend relevant training befitting the role.
x.	To undertake activities in accordance with the ethos of our behaviour policy.
xi.	To provide support for staff in lessons where appropriate.
xii.	To feedback to the Inclusion Manager on a regular basis regarding all aspects of inclusion.
<b>3.</b>	<b>MANAGEMENT OF PEOPLE</b>  <b>SUPERVISION OF PEOPLE</b> Supervision of students within inclusion.
<b>4.</b>	<b>CREATIVITY AND INNOVATION</b> The postholder will occasionally be required to help develop imaginative and innovative responses to help develop behaviour strategies for individual students.
<b>5.</b>	<b>CONTACTS AND RELATIONSHIPS</b> Under the direction of the Inclusion Manager: Contact with identified students. Contact with Line Managers. Day to day contact with other employees at the school. Contact with family members of identified students.
<b>6.</b>	<b>DECISIONS</b>
a)	<b>Discretion</b> Discretion will need to be employed regularly, with the support of the Inclusion Manager.
b)	<b>Consequences</b> Decisions will have an effect and impact on the service to the child/family.
<b>7.</b>	<b>RESOURCES</b> Office resources within work area.
<b>8.</b>	<b>WORK ENVIRONMENT</b>
a)	<b>Work Demands</b> The postholder will be asked to carry out a number of tasks and will need to prioritise this will not usually impact on the overall programme of work.
b)	<b>Physical Demands</b> None
c)	<b>Working Conditions</b> Working in an office environment, including regular use of a computer.
d)	<b>Work Context</b> The postholder will be working with students and their families. There may be occasions of verbal abuse or aggressive behaviour.
<b>9.</b>	<b>KNOWLEDGE AND SKILLS</b>

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	Good ICT skills, with the ability to use databases. Experience and the ability to work with a range of young people and their families. Experience and ability to communicate with a diverse range of colleagues. NVQ level 2 or equivalent in English and mathematics.		
<b>10.</b>	<b>GENERAL</b>		
<b>Job Evaluation</b> - This job description has been compiled to allow the job to be evaluated using the GLPC Job Evaluation scheme as adopted by the school.			
<b>Other Duties</b> - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.			
<b>Equal Opportunities</b> - The postholder is required to carry out the duties in accordance with the school's Equal Opportunities policies.			
<b>Health and Safety</b> - The postholder is required to carry out the duties in accordance with the school's Health and Safety policies and procedures.			
<b>All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.</b>			
	Name:	Signature:	Date:
Job Description written by:			
[Manager]			
Job Description agreed by:			
[Postholder]			