**JOB ROLE: Senior Inclusion Assistant (SEMH)**

**PAY BAND: 6**

**HOURS: 37 per week/40 weeks per year**

***Either 8.00am – 4.00pm Monday to Thursday, and***

***8.00am to 3:30pm Friday***

***(hours to be confirmed after successful interview)***

**REPORTS TO: Inclusion Manager**

Admiral Lord Nelson School is a learning community where every member of staff understands the difference that they can make to our students’ outcomes. We expect all staff to be actively involved in the personal development of our young people and to show full commitment to their own and the school’s professional development.

Admiral Lord Nelson School and its Governing Body are committed to safeguarding and promoting the welfare of children and young people; and they expect all staff to share this commitment.

**Key Purposes:**

* To support the Heads of House in raising standards of student achievement, behaviour, safety and wellbeing for all students in each house.
* To share responsibility for leading and quality assuring the School’s Inclusion Room education provision for students who are not meeting the School’s behaviour expectations.
* To work under the direction of the Deputy Headteacher: Student Achievement and Heads of House in working with individual families of children with SEMH needs, so that the child is supported to successfully engage in their education provision.
* To facilitate and encourage a positive learning experience which provides students with the opportunity to achieve their individual potential, including supervising the delivery of alternative education provision for students temporarily withdrawn from mainstream lessons.
* To lead and develop support and guidance for all staff on strategies to promote positive behaviour for learning effectively so that staff are empowered to effectively use Restorative Practices approaches to build relationships that guide students to make responsible choices.
* To lead and develop nurture groups and 1:1 sessions which specifically support learners with SEMH needs.
* To support the Designated Safeguarding Lead in promoting and safeguarding students’ welfare and personal development.
* To be a tutor and play an active role in the establishment of their House ethos.

**Accountabilities:**

1. To support Heads of House in developing strategies to ensure all students (and particularly those with social, emotional or mental health needs (SEMH)) are successful in lessons and are able to achieve their potential, academically and socially.
2. To support Heads of House in creating a positive school culture where successes are celebrated, and differences are valued; instilling a sense of pride and belonging in every student.
3. To work collaboratively with staff in identifying, investigating and resolving barriers to students’ learning across more than one subject.
4. To lead and deliver nurture groups and 1:1 sessions which equips students with strategies to manage their behaviour and emotions; enabling them to make good progress in lessons and have strategies for promoting their own wellbeing during their break times and their daily life beyond school hours.
5. To lead and/or support the implementation of strategies to raise standards of attainment (e.g. revision programmes, targeted mentoring) to maximise potential outcomes for all students.
6. To liaise closely with parents and outside agencies, including chairing meetings and representing the school in the capacity of designated professional.
7. To assist the Assistant Headteacher in the devising of appropriate social activities at break times to enhance the wellbeing of all students and particularly for students with SEMH needs.
8. To be involved in the provision of professional learning opportunities for teachers, trainees and education support staff to develop their knowledge and understanding of strategies to support students with SEMH needs.
9. To share responsibility for managing the day to day running of the Inclusion Room where students experience alternative education provision beyond their normal mainstream lessons and are given opportunities to reflect on their poor behaviour choices and are encouraged to meet school expectations in future.
10. To liaise with Teaching Staff and Teaching Assistants to ensure education provided to students when they are in the Inclusion Room is appropriate so they make good progress and have continuity of learning with their mainstream teaching and learning.
11. To monitor and evaluate the effectiveness of Inclusion Room interventions sharing responsibility for producing a termly evaluation report to the Senior Leadership Team.
12. To monitor and implement policy and process under the guidance of the Deputy Headteacher: Student Achievement and Heads of House to promote excellent levels of attendance and punctuality.
13. Under the direction of the Deputy Headteacher: Student Achievement or Head of House to lead investigations into incidents of poor behaviour, collecting statements and summarising the outcomes of the investigation; to communicate with parents the outcomes of investigations including leading restorative practices conversations if appropriate.
14. To attend, as required, morning team briefings and afternoon briefings.
15. To invigilate public and internal examinations or provide support for students with exam access arrangements when necessary.
16. To participate in professional learning (including INSET and twilight INSET sessions) and Appraisal, contributing to the identification of own professional development needs.
17. To participate in the Personal Development curriculum for our students, leading events as required.
18. To attend staff meetings, house meetings and twilight inset as published annually in the whole school diary.
19. To participate professionally in own line management meetings, appraisal review meetings and team meetings.
20. To promote students wellbeing by undertaking supervision of students during breaktimes as timetabled on a daily basis.
21. To establish and maintain positive, professional relationships with students, staff, parents and other professionals.
22. At the discretion of the Headteacher, to undertake other activities from time to time agreed to be consistent with the nature of the role.

*This job description is subject to annual review and/or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.*

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