



Post: Senior Inclusion Support Worker

Salary: Grade 2

Responsible to: The PACT Board of Trustees, Academy Committee, CEO and Deputy CEO, Head Teacher, Trust Lead for Inclusion, Lead Practitioner for Inclusion

Job Description:

Prince Albert Community Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment. This post is subject to safer recruitment measures, including a DBS check.

Core Purpose

This level is applicable to experienced teaching assistants whose working role calls for competence across a varied range of responsibilities.

To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.

Support for pupils (either individually or in groups)

- Support the activities of individuals or groups
- Establish and maintain relationships with individual pupils and groups.
- Support pupils during learning activities.
- Contribute to the health and well-being of pupils.
- Support children with specific Special Educational Needs (where appropriate to the focus of the role)
 - Sensory and/or physical difficulties
 - Cognition or learning difficulties
 - Behavioural, emotional and social development needs
 - Communication and interaction difficulties
- Manage the personal care needs of children, where appropriate in line with the school Intimate Care Policy and advice from PDSS.
- Provide support for bilingual/ multilingual pupils (where appropriate to the focus of the role).
- Support pupils to access the curriculum.

Support for the teachers

- Support the teacher in planning and evaluating learning activities.
- Support the delivery of learning activities
- Observe and report on pupil performance
- Contribute to the planning and evaluation of learning activities.
- Support in preparing and maintaining the learning environment.
- Contribute to the management of pupils' behaviour.
- Support in maintaining pupils' records
- Support the maintenance of pupils' safety and security.
- Undertake routine marking in line with school policy
- Provide general administrative support, for example, photocopying, collecting money, administer coursework.

Support for the school

- Provide support for colleagues and work effectively as part of a year group team and the wider Inclusion Team
- Develop and maintain working relationships with other professionals
- Develop a positive relationship parents as appropriate
- Review and develop own professional practice
- Work as required across the Trust and in all Key Stages within the Trust

Support for the curriculum

- Support the use of information and communication technology in the classroom
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure their tasks are carried out with due regard to Health and Safety
- To participate in appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school
- To set an example of personal integrity and professionalism
- Attendance at appropriate staff meetings and parents evenings
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school

Special Conditions of Employment

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions, and reprimands being considered. Any arrests, convictions caution or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with Prince Albert Community Trust's Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in Prince Albert Community Trust's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the Shared Staff Hub.

Equality and Diversity

Prince Albert Community Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

Training and Development

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

Mobility

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and/or facilitating the avoidance of staffing reductions. This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.