



ST PETER'S SCHOOL HUNTINGDON JOB DESCRIPTION

This school is committed to safeguarding and promoting the welfare of Children and young people and expects all staff to share this commitment

POST TITLE:	Inclusion Support Worker
HOURS WORKED:	Working hours: 8.15- 15:15 (32.5 hours per week), Monday to Friday, term-time plus 5 days
SALARY:	Salary Scale 4 point 7
RESPONSIBLE TO:	Alternative Provision Manager
PURPOSE OF JOB:	<ul style="list-style-type: none">• Foster, and encourage and expect others to foster, the school's ethos (Learn Aspire Exceed) in all our stakeholders at all times.• Supporting students within The Inclusion Faculty

SAFEGUARDING

Responsible for the safeguarding of students who are under their immediate care, following relevant school policies, reporting concerns promptly (including Health and Safety).

MAIN RESPONSIBILITIES:

- Lead small group lessons within the Inclusion Faculty
- Supporting in offsite Alternative Provision activities
- Meeting and mentoring students in one: one capacity
- Liaising with other staff to ensure that students have the best bespoke educational packages.
- Communicating with parents/carers about day to day issues for students on Alternative Provision pathways.
- Implementing the school's Behaviour Policy in lessons to ensure child protection, good order, discipline and the maintenance of health and safety.

Supporting students

- To assist students to learn as effectively as possible in class, group and individual situations.
- Establish a supportive relationship with students, promoting a positive role model
- Encourage and support the integration of the students into the class
- Promote and reinforce the student's confidence and self-esteem
- Guide students on task and build motivation
- Support students socially during the school day, supervising students at break and lunchtime when necessary.

Supporting the Assistant Head Teacher for Inclusion

- Under the direction of the Assistant Head Teacher for Inclusion carry out pre-determined tasks to support student learning.
- Assist in the day to day running of a safe, healthy and enjoyable environment.
- To assist in the development, implementation and review of individual student timetables/program
- Assist in the preparation of learning environment
- To contribute and support student review meetings

Supporting the school

- To liaise, advise and consult with other members of the team, supporting the students when asked to do so
- Develop effective working relationships with parents and staff
- To attend relevant in-service training
- Understand school policies and procedures including those relating to confidentiality
- To be responsible for promoting and safeguarding the welfare of students
- Attend and actively participate in Inspire meetings and staff meetings.
- Act as an extension of the school's pastoral system by supporting students and their wellbeing and report any concerns to Assistant Head Teacher for Inclusion
- Deliver lessons to small groups of students

Participating in performance management and professional development activities.

This will include:

- Participating in the school's arrangements for performance management.
- Participating in arrangements for further training and professional development, including attendance at professional training days.

In addition to the responsibilities described above, to carry out any other duties of a similar nature at the reasonable request of the Head Teacher.

This Job Description will be subject to regular review and any changes will be made in consultation with the post holder. The aim will always be to reach agreement on any changes but, if agreement is not possible, the Governing Body reserves the right to make the changes following consultation.

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Last Review Date: September 2021
Next Review Date: August 2022