MANFORD PRIMARY SCHOOL

JOB DESCRIPTION

Post Held: **Inclusion Support Assistant**

Salary Scale: **LBR 3**

Hours: **36 hours / term time plus 1 inset day (usually September)**
Monday to Thursday 8.15am – 4pm
Friday 8.15am – 3.45pm
30 mins lunch

Reports to: **SENDCO, Headteacher**

Fixed Term Position to 31 August 2027

Purpose of Job

To work under the direction of the SENCO supporting children and projects to improve outcomes for pupils with additional needs.

Specific Tasks & Duties

SEN admin

- Keep up to date records, in line with data protection legislation
- Collect and collate information for reports and prepare papers for meetings and reviews
- Support families in completing Section A of the Annual review and other relevant forms
- Support the SENCO with provision mapping
- Be proactive and creative to raise the outcomes of pupils with additional needs
- Undertake training to increase your knowledge base and stay up to date with latest research
- Track data for pupils
- To provide administrative support to the SENCO, this may include:
    - Typing
    - Photocopying
    - Collating and summarising information
    - Monitoring the SEN email inbox to support with prioritisation of tasks
    - Making resources
    - Any other reasonable admin task

Family Support

- To be a communication link between school, families and external agencies
- Work with the school office in monitoring late pupils and attendance.
- Complete CAF referrals and track support offers
- Liaise with DSL to facilitate direct support to vulnerable families (e.g. foodbank, bursaries)
- Assist families in completing forms and accessing information from external agencies
- Organise and facilitate coffee mornings with outside agencies who provide support and advice to parents

General Responsibilities

- To form and maintain appropriate relationships with personal boundaries with children, parents and colleagues.

- To understand and comply with the school's Equal Opportunities Policy.
- To be aware of and comply with all policies and procedures including child protection, health and safety and security, confidentiality and data protection.
- To be aware of and support difference and ensure equal opportunities for all.
- To contribute to the overall ethos/work/aims of the school.
- To appreciate and support the role of other professionals/agencies through establishing constructive relationships and communication.
- To attend and participate in relevant meetings as required.
- To participate in training and other learning activities and performance development as required.
- The above duties and responsibilities are not exclusive and you may be required to undertake further duties as may reasonably be expected within the grade and skills of the post holder.

PERSON SPECIFICATION

Post Title : Inclusion Support Assistant		
Qualifications & Training	**Essential/ Desirable**	**Application(A) Interview(I)**
• GCSE or equivalent in English & Maths	E	A
• Evidence of continued professional development and willingness to develop and expand knowledge in line with needs of the school	E	A/I
Experience		
• Experience of working with children who have additional needs	E	A/I
• Experience of working with support services/external agencies		
Knowledge and Skills		
• Demonstrate excellent literacy and numeracy skills in both verbal and written format	E	A/I
• Knowledge of the SEN code of practice	E	A/I
• Ability to listen, follow instructions accurately, but also make sound judgements and lead when required	E	A/I
• Ability to work in an organised and methodical manner		
• Ability to manage workload and prioritise to meet deadlines		
• Ability to deal with sensitive pastoral and pupil issues		
Personal Qualities		
• High expectations for all pupils	E	A/I
• Empathetic		
• Good interpersonal skills and ability to liaise with parents/ carers and professionals	E	I
• Recognise the skills required to work with a diverse population of both staff and families and be able to adapt to their needs	E	A/I
	E	A/I
• Understand and demonstrate confidentiality	E	A/I
• Ability to be flexible and work as part of a team		
• Ability to work under own initiative to meet deadlines in an accurate manner	E	A/I
Other Criteria		
• An understanding of and commitment to Equality and Diversity	E	A/I
• An understanding of and commitment to Health and Safety	E	I
• A commitment to the safeguarding and welfare of all children and the ability to work within the school's Safeguarding Policy and procedures	E	A/I
• The ability to form and maintain appropriate relationships and personal boundaries with children, families and colleagues	E	I
• Enhanced DBS check will be required for successful candidate	E	A