



THE CONSORTIUM
ACADEMY TRUST

Shaping Positive Futures

Inclusion Assistant

We know from experience that things change throughout the lifetime of a role and so this Job Description isn't a list of everything you will do – this gives our people the chance to play to their strengths.

How you will make an impact...

Help maintain the ethos of The Consortium Academy Trust by driving our organisational culture forwards and using every opportunity to embed our values.

Taking responsibility for your own development - that way we can make the biggest impact!

We are always looking for someone who can contribute to our growth.

More than anything, we are looking for a team player who puts their heart in to their work. We have some core values that run through everything we do, and we would love it if they resonate with you too.

About the role...

Main purpose of the role:

- Contribute to the development of a positive and inclusive ethos.
- Work closely with the Inclusion Manager and other key members of staff to contribute to effective provision for pupils with additional needs.
- Liaise and coordinate the involvement of external agencies for additional support, where necessary.
- Support and contribute to the work of the pastoral team.

General Tasks

- Act as a contact for parents, dealing with any concerns and issues relating to discipline and pupil behaviour
- Coordinate and contribute to annual reviews for pupils with additional needs.
- Establish good relationships with pupils, acting as a role model, and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Management of small groups of students.
- Tailoring resources to support the learning of students.
- Management of student behaviour.
- Gather/report information from/to parents/carers as directed.
- Perform general admin/clerical duties e.g., photocopying, typing letters, filing, phone calls, emails, correspondence, and liaison with external agencies
- Support the Inclusion Manager to help develop others' understanding of pupils' additional learning needs and the importance of raising achievement and celebrating inclusion among all pupils.
- Take an active role in the planning and intervention of those pupils who are not making progress, liaising with key members of staff where necessary.
- Prepare, carry out and manage statutory assessments for pupils with additional needs, with support from the Inclusion Manager
- Assist the Inclusion Manager to deliver the curriculum.

- Assist with the development and implementation of pupil passports/EHCPs and provision mapping, where appropriate.
- Perform the role of a first aider as required (with the appropriate training)
- Demonstrate an understanding of the specific needs (educational, emotional, behaviour or physical) of the students to be supported taking into account the type of support involved
- Support the implementation of agreed strategies
- Assist in establishing a positive learning environment within the Academy, including undertaking supervisory duties at break time and lunchtime as necessary
- Handle and process information with discretion and confidentiality ensuring that GDPR and Data Protection is adhered to
- Take an active role as a member of staff within Holderness Academy & Sixth Form College, ensuring that the school is a safe and welcoming environment for all staff, students, parents, and visitors
- Provide a role model and actively engage in the Restorative ethos of the Academy Trust
- Work flexibly when required should support be needed outside of school hours
- Undertake additional duties and responsibilities commensurate to the role

Managing Student Welfare

- Ensure student welfare is secure and students feel safe in school
- Fulfil obligations for safeguarding of young people and child protection requirements

Student Management

- Contribute as necessary to support plans
- Follow the Academy policies and undertake responsibilities around the Academy site to facilitate the smooth running of break/lunchtime/before and after school
- Providing guidance and advice to students on educational and social matters and ensure accurate record keeping is maintained

Other

Holderness Academy & Sixth Form College has high expectations of all its employees to ensure that they provide a professional service to our young people and the community.

Appraisal Targets will be aspirational and set on an annual basis in discussion with the Line Manager.

This Job Description is intended to highlight the main responsibilities and expectations for the post holder and is not the entirety of what a member of staff may reasonably be required to complete in line with the priorities of the organisation. Neither is it intended to highlight the amount of time which should be spent on each task.

As a member of staff of The Trust

- Role model appropriate behaviours within a professional environment including conduct, communication, and personal appearance
- Role model high levels of literacy and numeracy including modelling appropriate language
- Aspire to develop own professional skills and qualifications
- Use all forms of social media appropriately
- Take responsibility for the reputational management of all sites across the Trust
- Contribute to systems of evaluation and performance of the organisation positively

Your duties may involve access to information of a confidential and sensitive nature which may be covered by the General Data Protection Regulation (GDPR). All employees of The Consortium Academy Trust will be expected to comply with the GDPR when handling any personal data. Confidentiality must be maintained at all times. In addition to the above the post holder must be committed to safeguarding and promoting the welfare of children and young people.

This Job Description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. In addition, you may be expected to take part in any other reasonable duties which may be required.

About you...

This is the job for you if you hold the following qualifications, experience, knowledge, skills and values:

Qualifications and Training

Essential

- English and Maths at Level 2 (as a minimum)

Desirable

- Educated to A Level Standard
- First Aid Training

Evidenced by application form and certificates.

Experience, Knowledge and Skills

Essential

- Ability to plan and organise tasks in order to achieve results
- Possess a high standard of interpersonal, written and verbal communication skills
- Experience of working with young people
- Experience of delivering one to one and small group interventions
- Safeguarding and Child Protection knowledge
- Knowledge of current educational legislation and policy
- Ability to work effectively in a team and contribute to its success
- Ability to establish good professional relationships with students and colleagues
- Appropriate awareness of health and safety in relation to area of work

Desirable

- School Experience
- Experience of working with parents/carers
- Competent ICT Skills
- Multi Agency Working
- An understanding of the EHCP process
- An understanding of Special Educational Needs and Disabilities

Evidenced by application form, interview and references.

Values and Personal Competencies

Essential

- Organised & Reliable
- Self-motivated
- Ability to follow instructions
- Resilient
- Good communication skills
- Patience
- Commitment to own learning
- Committed to the values and vision of the Trust.
- Team focused with the ability to work independently and take initiative.
- Committed to equality, diversity and inclusion.
- Strong morals, ethics and sound judgement.

Desirable

- Positive mental attitude
- Ambitious
- Creative

Evidenced by application form, interview and references.