

Key Information

Post Title: Inclusion Support Assistant

Contract type: 3 year Fixed Term, with potential for permanency depending on the development of the project.

Salary: NJC Scale 3
£24,790 FTE (£18,541 Actual)

Reports to: Lead of Specialist Resource Provision (SRP)

Location: SRP – Healing Secondary

Additional information: The proposed start date for this post is September 2025. However, this is subject to change depending the development of the project build.

Purpose of Post

- To provide tailored support for pupils with communication and interaction needs, both within the SRP and across the mainstream school, ensuring their individual needs as outlined in their EHCPs are met.
- To develop students' independence, emotional resilience, and social skills, while supporting them in achieving their individual targets.

Job Description : Inclusion Support Assistants (SRP team)

Overview

We are seeking an Inclusion Support Assistant to join our newly designed Specialist Resource Provision (SRP) at Healing Secondary Academy, set to launch in September 2025. The successful candidate will support students with communication and interaction needs, particularly those with Autism Spectrum Disorder (ASD) and social communication difficulties. You will work collaboratively with staff and external professionals, providing tailored support to meet students' individual needs as outlined in their Education, Health, and Care Plans (EHCPs).

Upon appointment, you will be aligned with one of four key areas of responsibility, based on your skills and interests: **Pathways to Independence, Building Relationships & Community Connections, Health, Well-being & Social Engagement**, or **Transition to Education, Employment & Future Opportunities**.

Main duties and responsibilities

General Support

- Advocate for all students who access the SRP.
- Supervise and provide learning opportunities for students with additional needs in both the SRP and main school setting.
- Support students in accessing the curriculum, developing social skills, and managing personal care, medical, and well-being needs.
- Encourage students to develop independence, self-management, and decision-making skills.
- Promote inclusion and positive behaviour, ensuring all students feel valued and supported.
- Contribute to the development of individual plans, setting high expectations for students to achieve their learning goals.
- Establish and maintain trusting relationships with students and their parent/carers.

Collaboration and Reporting

- Work closely with teachers, the SRP Lead, and external professionals to ensure a coordinated approach to student development.
- Contribute to regular reviews of students' progress in relation to their EHCPs
- Work alongside teachers and external professionals to ensure effective support and development.
- Ensure the use of effective strategies to support students' physical, emotional, educational, and social growth, fostering self-esteem and independence.

Area of Responsibility

- Upon appointment, based on your experience, skills, and interests, you will be aligned with one of the four key areas: **Pathways to Independence, Building Relationships & Community Connections, Health, Well-being & Social Engagement**, or **Transition to Education, Employment & Future Opportunities** (please see attached information).
- Work closely with the SRP Lead and colleagues to deliver and monitor targeted interventions within your area.
- Lead the preparation of the classroom environment and assist in adapting resources to meet students needs.

Professional Standards

- Uphold policies and procedures relating to child protection, health and safety, and data protection.
- Act in accordance with the school's behaviour management policies, promoting positive student conduct.
- Participate in the performance and development review process, taking responsibility for personal learning and development in discussion with the line manager.
- Undertake training relevant to the post, particularly in areas related to SEND, ASD, and behaviour management.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Person Specification : Inclusion Support Assistants (SRP team)

Specification	Essential	Desirable	Evidence
Qualifications & Training	<ul style="list-style-type: none"> GCSE Grade C or equivalent in English and Maths Level 3 Teaching Assistant qualification (or equivalent) with experience supporting students with SEND. First Aid qualification or willingness to undertake training. Willingness to undertake training in Autism Spectrum Disorder (ASD) and related support strategies. 	<ul style="list-style-type: none"> Evidence of continuous professional development and training 	
Experience	<ul style="list-style-type: none"> Experience of working within an educational environment Experience of working with SEND pupils in an educational setting Experience supporting students with ASD and communication needs in both academic and personal development Experience of supervising and supporting students with additional needs, adapting resources and approaches to meet individual needs. 	<ul style="list-style-type: none"> Experience within an SRP or similar SEND-focused setting. Experience supporting students in transition planning for further education, employment, or independent living. 	
Professional knowledge & understanding	<ul style="list-style-type: none"> Knowledge of the needs of students with Autism Spectrum Disorder (ASD), social communication difficulties, and how these impact learning. Understanding of Education, Health, and Care Plans (EHCPs) and experience supporting students to achieve their individual goals. Knowledge of safeguarding procedures Understanding of the differing needs of SEND pupils 	<ul style="list-style-type: none"> The ability to use a computer and the main Google software. 	
Skills	<ul style="list-style-type: none"> Excellent communication skills and the ability to build trusting relationships with students, staff, and parents. Strong organizational skills with the ability to manage multiple tasks and respond flexibly to changing needs. Ability to manage diverse responsibilities and adapt to student needs, including medical, SEMH, and personal care requirements. Knowledge of safeguarding procedures. Ability to support the use of technology to enhance learning and promote student independence. 		
Personal Attributes	<ul style="list-style-type: none"> A strong commitment to the Trust values and ethos Caring, patient, and empathetic with a strong commitment to inclusion and supporting the personal growth of students. Commitment to support the Trust's agenda for safeguarding and equality and diversity A flexible approach and a strong work ethic Excellent time management and organisational skills Resilient and adaptable, able to manage diverse responsibilities and prioritise student needs. High integrity and professionalism in all aspects of the role, maintaining confidentiality and respecting all. Enthusiastic about professional development and committed to enhancing knowledge in SEND and inclusion. 		

We passionately believe that every child should receive the very best education that prepares them fully for the future

Areas of responsibility : Inclusion Support Assistants (SRP team)

Pathways to Independence

As an Inclusion Support Assistant you would lead on supporting students in becoming more independent, both in their academic and personal lives. This area of responsibility would cover life skills, self-management, decision-making, and developing the confidence to handle day-to-day tasks without reliance on others.

Building Relationships & Community Connections

As an Inclusion Support Assistant you would lead on the development of social skills, fostering positive relationships with peers, adults, and the wider community. This area of responsibility would also support students in developing meaningful participation in both school and local communities, helping them form friendships and engage with the world around them.

Health, Well-being & Social Engagement

As an Inclusion Support Assistant you would lead on promoting physical and mental health, supporting students in making healthy lifestyle choices, and encouraging them to engage in activities that enhance their well-being. This area of responsibility would also aim to foster social-emotional development and help students build and maintain positive friendships.

Transition to Education, Employment & Future Opportunities

As an Inclusion Support Assistant you would lead on preparing students for the next steps in their educational or employment journeys. This area of responsibility would cover career exploration, the development of job-specific skills, pathways to further education, and providing support for making a successful transition to higher education or paid employment.