

## JOB DESCRIPTION

POST HOLDER	Inclusion Support Worker
ACCOUNTABLE TO	Key Stage Director
SALARY/SCALE	NJC grade C1, £27,711 - £30,060 FTE £23,462 - £25,451 per annum (actual salary)
DETAILS OF POST	37 hours per week, term time only plus 2 additional days 8.00am – 4.00pm Monday to Thursday, 8.00am to 3.30pm Friday (30 minutes unpaid lunch break each day)
JOB PURPOSE	To complement the work of teachers and inclusion staff by addressing the needs of specific pupils who require help in overcoming barriers to learning, both inside and outside school. The support will aim to help pupils realise their full potential in line with the school's mission statement with a focus on helping those pupils at most disadvantage.
MAIN DUTIES/KEY TASKS	<p><b>Responsibilities</b></p> <ul style="list-style-type: none"> <li>• To welcome pupils into the school at the start of the day and ensure they leave the school feeling supported</li> <li>• To provide a pupil service throughout the school day to ensure the welfare and progress of pupils.</li> <li>• Support learning and personal development with identified pupils through one-to-one mentoring.</li> <li>• To be the lead professional for key pupils, sharing information with staff and supporting pupils with their individual needs and implementing related personal programmes.</li> <li>• To liaise with teaching staff, subject leaders and faculty leaders regarding setting of work, homework, and completion of NEA work for pupils.</li> <li>• To liaise with the attendance officer in monitoring the attendance of identified pupils.</li> <li>• To support and monitor the attendance and participation of identified pupils at revision sessions as appropriate.</li> <li>• To create/source resources as appropriate to support individual needs and remove barriers to learning.</li> <li>• To liaise with the inclusion support manager/hub team and external agencies to support identified pupil's needs as appropriate.</li> <li>• To co-ordinate and deliver additional interventions using a range of strategies to boost attainment, progress and self-esteem.</li> <li>• To maintain up-to-date records and monitor and analyse data regarding the progress of identified pupils.</li> <li>• Plan and co-ordinate intervention/curriculum/love of learning days for pupils.</li> <li>• To maintain regular contact with families/carers of identified pupils in need of extra support, to keep them informed of the child's needs and progress and to secure positive family support and involvement.</li> <li>• To lead and contribute to early help plans when required.</li> <li>• To write, implement and review case studies/support plans for each identified pupil.</li> <li>• To contribute to regular targeted review meetings with targeted intervention team.</li> <li>• To facilitate and attend pupil progress meetings.</li> </ul>

	<ul style="list-style-type: none"> <li>• To communicate pupil progress and actions with parents, external agencies, student progress leaders, subject leaders, faculty leaders and teaching staff.</li> <li>• To support in-house mentoring programmes.</li> <li>• Support the work of the Careers Co-ordinator through discussion of appropriate courses and work experience for targeted pupils.</li> <li>• Support transition arrangements at all key stages including post 16.</li> <li>• To deliver and support break/lunch and after school activities/interventions to pupils when necessary.</li> <li>• To help coordinate the provision of the national programmes in school.</li> <li>• To provide individual school led tutoring to identified pupils.</li> </ul> <p>There may be a need to occasionally work outside of school hours and off school premises, as required by the school.</p> <p>The above is not exhaustive and the post holder is expected to carry out other additional tasks as reasonably expected and required.</p>
OTHER RESPONSIBILITIES	<ul style="list-style-type: none"> <li>• To support with all aspects of safeguarding and child protection in keeping with any specific responsibility, and to include home visits, administering of, and managing medication in school, monitoring attendance throughout the school day, update CPOMS and student records.</li> <li>• Carry out pupil supervisory duties during break and lunchtime periods in accordance with the school rota.</li> <li>• Assist with/attend school trips, visits and out of school activities as required to supervise pupils.</li> <li>• To undertake First Aid at Work training and act as a First Aider.</li> <li>• To undertake invigilation duties as required.</li> <li>• Contribute to the Catholic ethos of the school.</li> <li>• Perform administrative and office duties in relation to the role.</li> <li>• Comply with the school's approved policies and procedures.</li> <li>• Participate in and support the school's performance management process and attend any relevant training.</li> <li>• There may be a requirement to undertake statutory training and to be paid overtime outside of normal school hours on occasion with due notice.</li> <li>• This role will include specific responsibility for an area within the Inclusion Team such as the administration of Pupil Services, disadvantaged pupils, CLA, behaviour, rewards, safeguarding, wellbeing and the supervision of students in alternative learning areas.</li> <li>• <b><i>To be fully aware of and understand the duties and responsibilities with regards to child protection and safeguarding in schools and attend appropriate whole school staff training as and when required.</i></b></li> </ul>
<p><b><i>VARIATION IN ROLE</i></b></p> <p>Given the dynamic nature of the role and structure of St. Mary's Menston, it must be accepted that, as the school's work develops and changes, there may be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.</p>	
<b>Signed:</b>	<b>Date:</b>
<b>Name:</b>	