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| **POST TITLE: Inclusion Support Assistant** |
| **OVERALL PURPOSE OF THE POST** |
| Reporting to the ACET Inclusion Lead and SENCo, you will provide a highly professional and efficient service to support the SEND team and SENDCo. The post-holder will need to be capable of working with minimum supervision at key times. |
| **MAIN DUTIES AND RESPONSIBILITIES** |
| * Support the SENDCO and Inclusion team with the processes of SEND identification, assessment, monitoring, and review process ensuring all records are updated regularly
* Maintain accurate records of all students with medical needs and work closely with the First Aid Lead to ensure IHCPs are current, relevant and shared with staff
* Provide support in SEND meetings, taking notes and locating files and other information as requested in preparation
* Complete student referrals and support the SENDCO and Inclusion team in preparing for a range of meetings with external agencies
* Maintain accurate files and records of students with SEND in line with a graduated response
* Administer initial screening assessments to assist with SEND identification when requested
* Support with the gathering of evidence from teachers regarding students’ normal way of working

**SUPPORT FOR STUDENT AND PARENTS/CARERS*** Prepare relevant documents for EHCP applications, Annual Review meetings and High Needs Funding
* Communicate information regularly to parents/carers, including co-ordinating termly Parent Forum meetings and distributing transition information
* Take initial enquiries from parents/carers and communicate them to the SENDCO and Assistant SENDCO as appropriate
* Liaise with parents/carers about appointments and meeting times
* Update the SEND Information Report and relevant sections on the school website

**SUPPORT FOR TEACHERS*** Ensure all information about students with SEND is recorded and filed correctly so that it is available to teaching staff to support teaching and learning
* Request and share information about student progress including updating student PROFILES/Grids for learning
* Support the SENDCO in communicating strategies to staff to support High Quality First Teaching
* Collate data for SEND students’ identification, progress, target setting, monitoring and intervention purposes

**GENERAL ADMINISTRATION*** When requested by appropriate academy personnel, to contact parents / carers by letter or telephone to provide information relating to the academy or individual students
* Updating and maintaining academy records
* Providing support for the organisation of meetings as required, e.g. room booking, setup, refreshments etc
* To undertake general administration duties, which would primarily but not exclusively include: word processing, filing (manual and electronic), processing of mail and email, minute taking, photocopying, receiving and making telephone calls, support for the organisation of meetings (such as room bookings, refreshments etc).

**GENERAL DUTIES AND RESPONSIBILITIES*** Support and maintain a positive working environment between colleagues across the academy
* To promote the inclusion and acceptance of all students within the Academy
* To liaise sensitively and effectively with parents/carers gathering and reporting information as agreed with other staff within your role and responsibility and to participate in feedback sessions/meetings with parents/carers
* To provide objective and accurate feedback and reports, as required, on student achievements, progress and other matters
* To provide feedback to students on their progress and next steps in learning
* To be familiar and comply with all relevant Health and Safety, Management of Risk, Operational, Personal, Data Protection and Financial Regulations policies and procedures.
* To ensure duties and responsibilities are carried out in a safe manner and safe working practices are adopted, in accordance with the Health and Safety at Work Act, 1974.
* To understand and comply with procedures for the emergency evacuation of the academy.
* To undertake training as required
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| **OTHER** |
| All ACET staff are expected to:* Appropriately maintain the confidentiality of the working environment;
* Promote and support the aims, ethos and vision of the academy/trust;
* To comply with all ACET policies and procedures;
* To comply with all statutory guidance as relevant for their role, including the Health and Safety at Work Act 1974;
* Work in a flexible manner, undertaking any reasonable duties commensurate with the salary and grade of the post.
* Work in other ACET academies, as required (with travel payment if appropriate).

*The purpose of this job profile is provide an overview of the duties and responsibilities involved in this role, however it is not intended to be exhaustive. In consultation with the post holder, this profile may be reviewed and could be subject to change during the course of employment.* |