



Job Description Inclusion Assistant

Employer

Castleman Academy Trust

Grade and SCP

Grade D – SCP 5 - 6

Key Priorities

- To work within the Inclusion Department and under the guidance of the Inclusion Manager and Deputy Inclusion Manager focusing on attendance, behaviour, SEND and wellbeing
- Supporting implementing strategies to promote positive behaviour, address challenges, and enhance pupil wellbeing.

Key Responsibilities**Attendance Support:**

- Monitor attendance, identify patterns of absenteeism and work with pupils and families to address attendance concerns

Behaviour Support:

- Implement positive behaviour strategies and working with pupils exhibiting challenging behaviours

SEND Support:

- Support pupils with SEN, implementing IEP's, and assisting with personal care, medical needs and well-being

Wellbeing Support:

- Promote a positive and inclusive environment, providing emotional support to pupils and support pupils with mental health needs
- Aim to continually improve procedures and way of working
- To ensure that the responsibilities of the role are carried out in a way which reflects the ethos and the values of the School and of the Trust
- To be aware of and observe all policies, procedures, working practices and regulations, and in relation to Child Protection, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person
- To uphold our commitment to safeguarding and to promote the wellbeing of children at all times
- To contribute to a culture of continuous improvement
- To comply with all reasonable management request
- To work with the Behaviour Lead to provide supervision of pupils across the school
- Working within before school and after school supervision as and when they arrive and leave site
- To support break and lunch duty
- To provide a continuous presence around the school to ensure that corridors are clear of students during lessons
- To respond to internal truancy confidently, assertively and in line with the agreed policy
- Use IT effectively to track pupils and direct them to lessons promptly or apply appropriate sanctions
- To contact parents where appropriate to advise of sanctions imposed
- To update the behaviour system with appropriate actions where required
- To work with the Inclusion team to identify key pupils causing concern in terms of lateness to school and/or lessons punctually
- To produce regular reports around truancy, punctuality and behaviour as required
- To work with the Inclusion team to identify and to respond to focus areas within the school

Supervision and Management

- The postholder will work, for the most part, unsupervised. However, will be responsible to the Behaviour Lead and will be required to feedback regularly.

Key Contacts and Relationships

- All the following contacts are dealt with in the utmost confidentiality:- Adolescent pupils, school staff, psychiatrists/GP's/Therapists/Psychologists/Police/Social Workers/colleagues employed in the children and Therapeutic Service. All staff and students within the school

Resources

- Office equipment – Phone, computer and word processing packages.

Working Environment

- Normal physical effort is involved. Mainly sedentary in nature with regular walking around the school.
- The postholder will work, in the main, in a dedicated area or room within the school.

Any other duties commensurate with the role of an Inclusion Assistant that may be required from time to time. Inclusion Assistants are accountable to the Trust Board and Executive Headteacher/Headteacher for the standards achieved and the conduct, management and administration of the school, subject to any policies that the DfE and the Trust shall make. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the postholder's professional responsibilities and duties.

The Castleman Academy Trust reserves the right to deploy staff to support the needs of our pupils throughout any of our Trust schools, as and when required.



Person Specification Inclusion Assistant

Education/Qualifications	Desirable	Essential
Educated to GCSE standard, or equivalent, with A-C grades, or equivalent, in English and Maths		X
Good standard of numeracy and written literacy skills		X
In possession of, or willing to work towards, appropriate qualifications		X

Experience and Knowledge	Desirable	Essential
Relevant experience of working with children with challenging behaviour		X
Support for the values and ethos of the school and Trust		X
An understanding of issues around safeguarding and how these relate to the role		X
An understanding of how SEND needs may impact on pupils		X

Skills and Abilities	Desirable	Essential
Ability to quickly form professional relationships with pupils		X
Ability to manage challenging behaviour calmly and effectively		X
Ability to quickly form professional relationships with families		X
Ability to quickly form professional relationships with colleagues		X
An understanding of appropriate professional boundaries		X
Good IT skills and a willingness to learn		X
Flexibility and adaptability		X
Calmness and an ability to work under pressure		X
Strong personal presence		X
Enthusiastic and determined		X
Polite, tactful and relates well to young people		X
Ability to use initiative and manage own workload		X
Strong and supportive team player		X
Ability to inspire and motivate pupils who present challenges		X
Demonstrates empathy and kindness		X

Safeguarding and Special Requirements	Desirable	Essential
The Castleman Academy Trust is committed to safeguarding and promoting the welfare of children and you people and requires all staff and volunteers to share and demonstrate this commitment.		X
The successful applicant will be required to meet all elements of Safer Recruitment and will be the subject of pre-employment checks including an Enhanced DBS Check, including Child Barring List, a medical question and satisfactory references.		X
It is a prerequisite that you familiarise yourself with the safeguarding policy and safer working practices policy and procedures of the school and follow them.		X
The Castleman Academy Trust expects all employees and volunteers to be committed to the Trust's Policies and ethos.		X