



## JOB DESCRIPTION



<b>Job Title:</b>	<b>INCLUSION SUPPORT ASSISTANT</b>
<b>Grade:</b>	LV05 point 8 to 12
<b>Hours:</b>	37 hours per week, term time plus inset days
<b>Responsible to:</b>	Deputy Headteacher
<b>Liaison With:</b>	Assistant Headteachers for Behaviour and for Inclusion, Senior Pastoral Lead, Pastoral Heads of Year, Academic Year Leaders

### KEY ROLE:

The post holder is responsible for:

Supporting the progress of students through effective administrative support for the Pastoral and Inclusion teams

### MAIN DUTIES AND RESPONSIBILITIES

#### Confidential Assistance

- Coordinate the calendars of the Assistant Headteachers for Behaviour and for Inclusion, the Senior Pastoral Lead, and the Heads of Year
- Support members of the team with notetaking during meetings
- Provide general assistance as and when needed in response to emerging issues

#### Maintenance of records and tracking systems

- Manage MIS behaviour alerts and tracking
- Maintain the behaviour and detention logs and send out weekly summary reports to leaders under the direction of the AHT for Behaviour & Engagement
- Create a database of student interventions to allow monitoring and coordination by relevant staff members
- Maintain all pastoral records e.g., bullying, and racist incidents and prepare update reports half termly for Headteacher Reports
- Ensure the pastoral and inclusion areas of the website are kept updated and in line with statutory requirements

#### PEPs

- Calendar LAC reviews

- Calendar PEP meetings for all Academic Year Leaders and ensure contributing information is sought in a timely manner from pastoral year managers and teachers.
- Collate all information for PEPs and provide administrative support to the Academic Year Leaders in their completion

### **Alternative provision and Interventions**

- Receive daily attendance information for students attending offsite provision and inform AHT for Inclusion of any absence
- Receive regular progress information (as agreed) for students attending offsite provision and relay to AHT for assessment
- Maintain timetables for students attending in-school provision in the Blended Learning pathway
- Calendar Interim Tuition Reviews and maintain accurate and current records for each child receiving ITS
- Liaise with Academic Year Leaders and teaching staff in the provision of work for students not in school
- Liaise with parents and careers regarding the organisation of internal support programmes/interventions

### **Exclusions**

- Complete all statutory requirements in relation to fixed term and permanent exclusions including communication with the Local Authority
- Liaise with the Governance Manager in the organisation of Disciplinary Committee meetings
- Maintain a database of internal exclusions and produce half termly reports

### **Referrals**

- Provide administrative support to the Pastoral Team with the completion of agency referral paperwork and the organisation of meetings

### **General**

- Provide secretarial support such as taking notes in meetings/ filing etc.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with line manager.
- To ensure that all administrative duties, checks, documentation, reports, and return are completed accurately and submitted within required deadlines.

- To deal with correspondence promptly and as required.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- To ensure that all Trust policies and procedures are followed.
- To ensure that all duties and services provided are in accordance with the Trust's Equal Opportunities Policy and practices in respect of both employment issues and the delivery of services to the community.
- To ensure that all duties and services provided are in accordance with the Trust's Data Protection Policy and practices and reporting to the DPO any concerns or requests.
- To undertake any training commensurate to the post and attend relevant meetings as required by the Trust.

The Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher/Chief Executive Officer to carry out appropriate duties within the context of the job, skills, and grade at any site within the Trust.

**Post Holder's Name:** .....

**Signature:** ..... **Date:** .....

**Line Manager's Name:** .....

**Signature:** ..... **Date:** .....

**INCLUSION SUPPORT ASSISTANT  
Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE English and maths (or equivalent)</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Administrative work within a busy setting</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Understanding of school MIS systems or willingness to train</li> <li>• Strong skills in all aspects of Microsoft Office including TEAMS</li> <li>• Ability to prioritise work effectively</li> <li>• Ability to work flexibly to meet deadlines and respond to unplanned situations</li> <li>• Ability to respond positively to and actively support Senior Management within the Trust</li> <li>• Ability to work as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within a school environment</li> <li>• Knowledge of BROMCOM</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Able to maintain confidentiality in all circumstances</li> <li>• Proactive approach to work being responsive, empathetic, and supportive to all within the school</li> <li>• Able to establish effective relationships with those working in and with the school</li> <li>• Ability to build and form good relationships with colleagues and students</li> <li>• Understand the importance of physical and emotional wellbeing of staff and pupils</li> <li>• Have a sense of humour</li> </ul>	<ul style="list-style-type: none"> <li>• Able to contribute new ideas and ways of working</li> </ul>