

## **Job Description**

**Post Title:** Inclusion and Intervention Assistant

**Responsible to:** Director of Inclusion

**Grade:** Scale 3

### **Prime Objectives of the Post**

To assist and provide support for students including those with special educational needs. To work with teachers to ensure the curriculum is delivered effectively and assist in the effective planning and delivery of appropriate activities. To support in the assessment of students. To plan and deliver a range of interventions to support student needs, both within the school day and after school. To liaise with parents regarding their child's progress towards meeting outcomes.

### **Main Duties and Responsibilities**

- To use specialist knowledge and experience to provide learning support for students with educational and complex needs, developing knowledge of the particular needs of students and seek advice from SENCo, Class Teacher and outside agencies as requested.
- To work with the teacher to make or modify resources as suggested and advised by the SENCo, Class Teacher, Educational Psychologist or other outside agencies.
- Model high standards of English and Maths.
- To supervise at lunch and break times and ensure children are happy, feel safe and are stimulated and excited to learn.
- To work with small groups or with individual children to provide learning support for students with educational needs.
- To plan and deliver a sequence of interventions according to pupil needs
- To aid the students to learn as effectively as possible both in group situations and individually, inside and outside of the classroom, including through outdoor provision
- To support working relationships with students, acting as role model and setting high expectations of responsibility and thoughtfulness towards others.

- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour and interact with others.
- To support the class teachers with observations, monitoring, assessments, and feedback on student progress.

## **General**

Liaise with parents, carers and professional staff (such as educational psychologists) in order to promote students' learning and encourage family engagement

Be aware of and support difference and ensure that students have equality of access to opportunities to learn and develop

To work under the direction of the class teacher but also to use own initiative to enable effective provision

To work collaboratively with Academy staff, parents/families and other agencies to ensure all students achieve well

To attend meetings as required by the line manager, and be a team player sharing good practice

To take part in any CPD activities appropriate to the role

To participate in the performance management appraisal system, designed to highlight future professional development.

Support the development and implementation of initiatives and policies e.g. data protection, child protection, health and safety

To respect the confidentiality of all students by using the Academy protocols for sharing information e.g. child protection information

The postholder will be required to undertake any other professional duties as required.