

Job Description

Job title: Inclusion Support Assistant
Reports to: Pastoral and Welfare Lead and SENCo
Location: Danson Primary School



Job purpose

To assist the school Inclusion Team in promoting a high quality provision as well as setting high expectations for socioeconomically disadvantaged pupils, pupils receiving special educational needs (SEN) support, and those with an education, health and care (EHC) plan. Pupils who are known (or previously known) to children's social care, such as children in need and looked-after children. Pupils who may face other barriers to their learning and/or well-being, which may include pupils who share a protected characteristic.

Overall Responsibilities

Contribute to the early and accurate assessment of pupils' levels of development to ensure effect support is provided and adapted to meet their individual learning needs. Establish and maintain relationships with individual pupils and groups. Through careful assessment identify pupils' therapeutic, pastoral and personal care needs.

Specific Responsibilities

- Work closely with class teachers to adapt learning activities and provide targeted support for individual pupils and small groups.
- Assist in implementing Education, Health and Care Plans (EHCPs), behaviour support plans, and individual learning targets.
- Monitor pupil progress and contribute to observations, record keeping, and feedback to the SENCo and class teachers.
- Successfully support pupils in making academic, social, and emotional progress through tailored interventions and consistent encouragement.
- Promote an inclusive, safe, and nurturing learning environment that supports pupils' emotional wellbeing and confidence.
- Use a range of strategies and resources to support communication, engagement, and adaptive learning.
- Support pupils during transitions, break times, educational visits, and extracurricular activities where required.
- Build positive relationships with pupils and colleagues to ensure consistent and accurate support is provided at all times.
- Assist with personal care and medical needs where appropriate, following school policies and safeguarding procedures.
- Maintain high standards of safeguarding, confidentiality, and child protection at all times.
- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the to fulfil its development plans.
- Attend training, staff meetings, and professional development opportunities to enhance inclusive practice.
- Demonstrate patience, empathy, and adaptability when supporting children with diverse learning and behavioural needs.
- Support the preparation and organisation of classroom resources and learning environments.
- Ensuring that accurate and detailed records are kept and stored of meetings and discussions with parents and outside agencies for GDPR compliance.

To work with the SENCO/ Pastoral and Welfare Lead to promote an inclusive curriculum.

- To assist the Inclusion Team in managing the implementation of an inclusive curriculum within the context of the school's aims and policies.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against predetermined learning objectives, providing feedback to SENCo/Assistant SENCo and teachers in order to provide evidence of the range and level of progress and attainment.

- To liaise with and inform parents/carers about the specifics of the SEN provision for their child under the direction of the SENCO/ Pastoral and Welfare Lead
- To monitor the progress of individual and groups of pupils'
- Carry out small group interventions, for example; social use of language, SP, EAL and language programmes etc.
- Maintain and be aware at all times of the SEN/vulnerable pupil Register and profile/action plan sheets.
- Attend meetings as directed by the SENCO/ Pastoral and Welfare Lead Undertake training and other learning activities and attend relevant meetings as required to ensure your own continuing professional development.