

Job Description

Post Title:	Inclusion Practitioner
Post Holder:	Support Staff
Responsible to:	Senior Inclusion Practitioner & SENDCo
Liaising with:	All teaching & support staff as required
Working Hours:	18 hours per week, worked over 3-5 days per week, term time only
Salary Grade:	Single Status 8

We are looking for a passionate and caring individual to join our established inclusion provision to promote and support the social and emotional health needs of young people. The post holder will provide support in class and through targeted therapeutic interventions with young people to aid positive wellbeing and engagement, supporting a range of social and emotional health needs.

Specific Responsibilities

As an Inclusion Practitioner you will plan, lead and deliver targeted work to support and promote the educational, social and emotional curriculum for vulnerable learners. You will be required to work directly with learners from across the Seaford Learning Trust and Seaford Schools Partnership.

To undertake the planning, preparation, delivery, monitoring and review of specialist evidence based intervention programmes according to designated area of specialism/s both on a 1-1 and group basis.

Develop and implement individual plans for pupils including reviewing progress and attendance at meetings around the young person.

To monitor progress of caseload allocation students through a programme of planned reviews including observations in classrooms, assessment of need reviews, and regular meetings.

To be responsible for organising and running agreed targeted before school, lunch time and after school interventions (where appropriate) to support the educational, social, emotional and personal development of vulnerable students.

Contribute to whole school development and support around designated area/s of need.

Support the role of parents / carers in pupils' learning and development.

Contribute to support sessions and meetings with parents / carers to provide constructive feedback on pupil development, progress and achievement.

General Responsibilities

Being responsible for supporting and mentoring vulnerable learners.

Providing opportunities for learners to access opportunities around their learning or personal needs to support successful transition and engagement.

Undertaking the planning, preparation and delivery of specialist programmes.

Monitoring progress of vulnerable learners through agreed processes.

The postholder will also assist in promoting the learning and personal development of all students, including, but not exclusively, those with special educational needs through in class support, withdrawal groups, off site activities and administrative tasks.

To assist in promoting the learning wellbeing and personal development of all students, including, but not exclusively, those with special educational needs through in class support, withdrawal groups, off site activities, exam support and administrative tasks.

To carry out Lunchtime Supervision duties as directed

To carry out before school, break time and after school supervision duties as directed by the SLT

The post holder will work for the Seaford Learning Trust, across all schools within Seaford with a flexibility to vary working pattern according to the needs of the school.

General Duties

1. To co-ordinate and deliver support for specific students to ensure their educational and social developmental needs are met, including liaising with external agencies and participation in EHCP provision implementation.
2. To undertake the planning, preparation and delivery of specialist programmes for student development.
3. To provide mentoring for students at risk of academic underachievement, behavioural, social or emotional issues
4. To maintain information around their school provision in collaboration with key staff,
5. To support and promote positive engagement and attendance of learners.
6. To support students in developing social and organisational skills both in and out of the classroom
7. To liaise with teachers and assist in planning for student's needs, preparing materials and activities for lessons as instructed
8. To use the school system for recording students' needs and progress
9. To provide regular feedback on students' learning and behaviour as requested including active participation in EHCP, ANP or other meetings relating to caseload students.
10. To manage, develop and support members of the Inclusion Team.
11. To carry out before, after school and lunchtime activity duties as directed within contracted hours.
12. To lead or accompany students on educational visits.
13. To know and apply school policies on Child Protection, Health & Safety, Behaviour, Learning & Teaching, Equal Opportunities etc.
14. To maintain confidentiality at all times
15. To communicate regularly with parents/carers and hold/attend meetings when appropriate.
16. To undertake any such reasonable duties as requested.

Each member of staff has a responsibility towards their own professional development and that of those they are accountable for.

The specific responsibilities described are subject to annual review by the Headteacher.

Other expectations

To rigorously apply exemplary standards of safeguarding & following all school policies and procedures.

To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example

To actively promote the School's corporate policies

To continue personal development as agreed

To engage actively in the performance management review process

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers

Employees are expected to adhere to the School dress code presenting a professional image to students, parents, governors and the wider community

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Headteacher: Date:

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Postholder: Date:

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