INCLUSION SUPPORT ASSISTANT (ISA) JOB DESCRIPTION

Reports to: Head of Centre

Trafalgar School is a vibrant learning community where every employee understands the difference that they can make to our students' outcomes. We expect all employees to be actively involved in the personal development of our young people and to show full commitment to their own and the school's professional development.

Trafalgar School and the Trust are committed to safeguarding and promoting the welfare of children and young people; and they expect all employees to share this commitment.

Key Purposes:

To support the learning and wellbeing of our students through appropriate interventions to empower them to be able to raise their own achievement and academic progress.

To deliver interventions to identified students on 1:1 basis or in small groups which support progress.

To support the learning environment of the school by challenging students appropriately, providing mentoring and guidance as required.

To attend planning or review meetings and contribute to the reports for students receiving interventions, as appropriate.

To be able to prioritise own work, show initiative and be flexible in working across all areas of intervention.

To offer specialism in an area of SEND.

Accountabilities:

1. To have a basic level of skill in the teaching of: reading, numeracy techniques, literacy techniques, behaviour modification techniques.

2. To have a basic level of understanding of how to support learning for students with sensory impairment and specific physical needs.

3. To develop and maintain high levels of expertise in an area of SEND specialism.

4. To work across all areas of intervention as required in order to meet the needs of students, supporting them to develop independence and to foster enthusiasm for learning (e.g. in class support, withdrawal groups or 1:1 intervention, Inclusion).
5. To support the pre and post assessment of students who access interventions.

6. To be willing to work, providing intervention support, across all curriculum areas and in all classrooms and learning environments, on and off site.

7. To be committed towards having a Level 2 standard of education in English and Mathematics, being skilled at using this knowledge to support students in the application of these core skills across the curriculum.

8. To ensure appropriate resources and equipment are accessible and available for students, as required.

9. To be able to support the safe evacuation of students with physical impairment.

10. To provide physical assistance to those students with physical needs, including the carrying of equipment as required.

11. To provide specific supervision of some students with SEND during breaktimes as directed by the SENCO before and after school; being prepared to offer flexibility at the start and end of the school day to meet the specific physical or medical support issues of the current cohort of students.

12. To attend and contribute to communication meetings with teachers, outside agencies, parents, as appropriate.

13. To contribute to the devising of plans as required.

14. To invigilate public and internal examinations or provide support for students with exam access arrangements when necessary.

15. To participate in professional learning (including INSET and twilight INSET sessions) and Appraisal, contributing to the identification of own professional development needs.

16. To participate in the Personal Development curriculum for our students, leading events as required.

17. To participate professionally in own line management meetings, appraisal review meetings and team meetings.

18. To promote students' wellbeing by undertaking supervision of students during their breaktimes as timetabled on a daily basis.

19. To attend staff meetings and whole school events as required e.g. Open Evening, as published annually in the whole school diary.

20. To work restoratively with colleagues, students, families and colleagues to maintain the strong community culture and very strong inclusive ethos of the school.

21. To be a Form Tutor and play an active role in promoting the House ethos.

22. To take responsibility for your own wellbeing.

This job description is subject to annual review and/or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.