

JOB ROLE: **Lead Inclusion Support Assistant (Alternative Provision)**

PAY BAND: **6**

HOURS: **37 per week/40 weeks per year (term time only plus one week)**

Mayfield School is a vibrant learning community where every member of staff understands the difference that they can make to our students' outcomes. We expect all staff 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.

Mayfield School and its Academy committee are committed to safeguarding and promoting the welfare of children and young people; and they expect all staff to share this commitment.

Key Purposes:

To lead and develop nurture groups and interventions which specifically support learners with SEMH needs; tracking and monitoring the impact through the provision map.

To facilitate and encourage a positive learning experience which provides students with the opportunity to achieve their individual potential.

To support the alternative provision in raising standards of student progress, achievement and behaviour and wellbeing across all Houses, year groups and ability profiles.

To provide support to students so they are empowered to successfully manage their own learning beyond lessons; demonstrating the skills of behaviour for living.

To raise the attainment of identified students from across the Trust through the delivery of level 1 and 2 qualifications.

To support students from across the trust to access off site courses to ensure they achieve their full potential.

To support the Designated Safeguarding Lead in promoting and safeguarding students' welfare and personal development.

Accountabilities:

1. To support the school in developing strategies which ensure students with social, emotional or mental health needs (SEMH) are successful in lessons and are able to achieve their potential; academically and socially.
2. To contribute to a positive school culture, through a restorative approach, where successes are celebrated and differences are valued; instilling a sense of pride and belonging in every student.
3. To work collaboratively with staff in identifying, investigating and resolving barriers to students' learning.
4. To plan and deliver meaningful interventions which support students, in class where necessary, and ensure records of interventions are kept including through the provision map.
5. To lead and deliver nurture groups which equip students with strategies to manage their behaviour and emotions; enabling them to make good progress in lessons and have strategies

for promoting their own wellbeing during their break times and their daily life beyond school hours.

6. To liaise closely with parents and outside agencies, including chairing meetings and representing the school in the capacity of designated professional.
7. To undertake needs-led duty, for example in the morning, to welcome students on arrival, ensuring they are prepared for the day ahead.
8. To assist the Assistant Headteacher: Inclusion in the devising of appropriate social activities at break times to enhance the wellbeing of all students, undertaking supervision of students as timetabled on a daily basis, and particularly for students with SEMH needs.
9. To facilitate opportunities for students to reflect on poor behaviour and, through a restorative approach, encourage and support them to meet school expectations.
10. To monitor and evaluate attendance, seeking to motivate all students to have excellent attendance rates.
11. To invigilate public and internal examinations or provide support for students with exam access arrangements when necessary.
12. To participate in professional learning (including INSET and twilight INSET sessions) and Appraisal, contributing to the identification of own professional development needs.
13. To participate in the Personal Development curriculum for our students, leading events as required.
14. Complete assessments: liaising with students, their families, internal and external professionals to identify students' needs and ensure strategies are put in place to scaffold learning.
15. To participate professionally in own line management meetings, appraisal review meetings and team meetings.
16. To attend staff meetings and whole school events as required e.g. Open Evening and termly SEND Review Evenings as published annually in the whole school diary.
17. To be a Form Tutor and play an active role in promoting the House ethos.
18. To take responsibility for your own wellbeing.
19. At the discretion of the Headteacher, to undertake other activities from time to time agreed to be consistent with the nature of the role.

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.

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date: _____

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