

## Chingford Academies Trust

### Chingford Foundation School

#### JOB DESCRIPTION

<b>JOB TITLE:</b>	Inclusion Assistant
<b>RESPONSIBLE TO:</b>	Head of Inclusion Faculty Support Staff Line Manager
<b>RESPONSIBLE FOR:</b>	None
<b>GRADE AND PAY RANGE:</b>	Scale 3 (spinal points 5-6)
<b>HOURS:</b>	32.5 hours per week x 44.4 weeks per year
<b>KEY CONTACTS:</b>	Internal – Staff/Pupils External – Parents /Governors /External Agencies and Suppliers /Local Authority and Schools

#### PURPOSE OF JOB

To support learning by:

Working with the Line Manager and Senior Leaders to develop and maintain an effective Inclusion Unit and Day 6 provision that is relevant, up to date and meets the overall aims of the school

Liaising with departmental managers and other staff to ensure a close match between the school's curriculum and the resources available to support class and independent study

To assist with the maintenance of administrative systems within the Unit including archive files and historical data

Developing key relationships as a vital part of the role and ensure positive relationships are maintained

#### Main Duties and Responsibilities

1. To maintain appropriate administrative systems for the Inclusion Unit and Day 6 provision, including photocopying, filing and maintaining computerised records
2. To assist in the maintenance of attendance registers and other specific information as directed (e.g. SEN and Ethnic Monitoring information)

3. To provide an effective booking system for pupils attending the Unit
4. To ensure curriculum is received from Student Progress Leaders
5. To assist pupils with their lessons and make available necessary resources and equipment
6. To escort pupils to the toilet, for lunch and lessons as and when required
7. To ensure that a daily log of events within the Unit is maintained and up to date
8. To assist with the issuing and checking of report sheets
9. To minute Inclusion meetings as required and ensure they are distributed to Senior Leaders as appropriate
10. To assist with arrangements for information to be sent to parents e.g. at risk or unit placement letters
11. To ensure that the school's behaviour strategies are implemented and relevant paperwork processed
12. To assist with the exclusion process for all pupils in the Unit
13. To ensure that information is passed to the Inclusion Officer and Senior Managers in a timely manner
14. In the absence of the Inclusion Officer, to report attendance issues to the Attendance Officer in a timely manner and ensure pupils are accurately marked in for attendance
15. To ensure that all medical and SEN needs are met and appropriately catered for
16. To assist the Site Services, Leadership Team and Student Progress Leaders with female searches
17. To abide by the School's Sanction Ladder when required
18. To issue footwear and maintain a loan system
19. To ensure all resources and equipment are in good working order
20. In the absence of the Inclusion Officer, to ensure that all pupils within the Unit are accounted for in the event of a fire or fire drill, including the maintenance of the register
21. To maintain an orderly and tidy unit

### Day 6 provision

1. To be the second point of contact between partner schools in the provision of Day 6
2. To ensure that all information is passed to the appropriate personnel e.g. bookings and telephone messages
3. To assist in the management of all external bookings
4. To assist with administrative arrangements for pupils prior to their time within the Unit
5. To provide all pupils with the required information prior to their time in the Unit e.g. behavior policy, rules and expectations
6. To ensure that staff are aware of all external pupils attending the Unit
7. To assist with the completion of all necessary paperwork required for a pupils stay and departure from the Unit
8. To assist with the provision of monitoring information as directed

### General

1. These above mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the School.
2. Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.
3. To be committed to, and comply with, all school policies.
4. To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school Policy and Practice relating to Health and Safety at Work.
5. To participate in appraisals annually in line with school policy.
6. To participate in continuing professional development opportunities as directed or identified through appraisal and ensuring ability to fulfil role effectively.
7. To manage both internal and external relationships, striving for excellence in stakeholder satisfaction.

8. To work effectively and successfully in your team within school.

### **Other requirements**

To have an up-to date Enhanced DBS Disclosure.

### **Safeguarding**

Safeguarding students of the Trust is a priority. All appointments to posts in the Trust are made through stringent adherence to the requirements of 'Keeping Children Safe in Education' (most recent edition). The schools in the Trust maintain a cohort of staff trained in Safer Recruitment and the trained colleague(s) most appropriate to this post will participate in the selection process.

All staff will be trained annually in Child Protection requirements. Cognisant of Part 1 of 'Keeping Children Safe in Education', (most recent edition), staff are required to refer all Child Protection concerns to the Child Protection trained staff team in their school (recognising that they can refer directly themselves to LWBF in extraordinary circumstances). Those trained in Child Protection are identified throughout Trust and school documentation and on the school websites.

Within their work, employees are required to identify, attempt to prevent or at least minimise the risk of interpersonal abuse or violence; safeguarding children, other vulnerable people and themselves. This includes the timely sharing of information with appropriate colleagues to enable action to be initiated and protection to be afforded to both students and/or colleagues as needed.

All employees are required to be aware of and update colleagues, as appropriate, to comply with current legislation and statutory guidance which will affect their practice in role and must adhere to all policies and protocols of Chingford Academies Trust and their school within the Trust.

Name of Postholder .....

Signature ..... Date .....