

'Helping every person achieve things they never thought they could'

JOB DESCRIPTION

School	LITTLE LEVER SCHOOL
Job Title	INCLUSION KEY WORKER (WORKING WITHIN THE PERSONALISED LEARNING CENTRE)
Hours	37HOURS PER WEEK. TERM TIME PLUS 5 DAYS
Grade	GRADE F SCP 17 – 23 (ACTUAL ANNUAL SALARY £26,564 - £29,485)
Primary Purpose of the Job	To work as part of the Deep Support Team to promote the Learning and Welfare of vulnerable students and those who experience barriers to learning
Responsible to	Inclusion Co-Ordinator / Personalised Learning Centre Lead
Principal Responsibilities	Provide support for the student, teacher, curriculum and the school
<p>KEY RESPONSIBILITIES</p> <ul style="list-style-type: none"> ● To support the coordination of the day-to-day running of the personalised learning centre (PLC). Support expectations of high standards for teaching and learning ● Liaise with teachers over suitable subject specific work for students in the personalised learning centre (PLC) ● Support the production of resources for students in personalised learning e.g. resources that support social skills, behaviour management, anger management etc... ● Ensure all students are registered into the personalised learning centre each session and the attendance officer is informed ● Support the Personalised Learning Centre Lead to keep the personalised learning centre timetable up to date weekly and distribute to all appropriate colleagues ● Support the Assistant Principal Deep Support/ Deep Learning and the Inclusion Co-ordinator to implement the agreed work programmes with individuals or groups and be responsible for the administration of any special needs and additional needs procedures ● To work under the direction of the Assistant Principal Deep Support / Deep Learning and Inclusion co-ordinator in supporting vulnerable students ● Help students to further develop literacy, numeracy, problem solving and study skills. To help students develop their language and reasoning skills and to assist students in the organisation, preparation and presentation of set assignment tasks ● To develop methods of promoting and re-enforcing students self esteem and resilience to set backs ● Support the Personalised Learning Centre Lead to produce individual timetables for students on Phase 1 and Phase 2 curriculum solutions and ensure relevant staff including the attendance officer are clearly communicated with 	

- Provide a point of contact for vulnerable students and their parents carers, discuss problems with students in a professional manner, offer support and contribute information to relevant staff and the Attendance Officer
- Liaise with any external agencies as and when necessary
- Provide regular feedback about students and provide impact reports to appropriate colleagues
- To assist the Personalised Learning Centre Lead with the development and implementation of personalised education plans for students
- To support the Personalised Learning Centre Lead to oversee the keeping and updating of records and contribute to reviews and wider systems of record keeping
- Monitor available resources and stock levels and replenish when necessary
- Maximise the use of ICT to support learning for students

Additional Responsibilities:

- Deal with any immediate problems or emergencies according the academy's policies and procedures
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Safeguarding Lead (DSL) over any safeguarding issues or concerns
- To comply with the academy policies and procedures at all times
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation

Date Job Description prepared/updated	July 2026
Job Description prepared by	HR

