



Inclusion Assistant

Role Title	Typically reports to
Inclusion Assistant	Inclusion Manager
Band/Pay Scale	Working pattern
Band 4 - SCP 12-17 (£28598 - £31022) Pro-rata (£23967 - £25998) Pay award pending 38 weeks per annum including INSET Days	37.25hrs Monday-Friday Monday - 8am - 4pm Tuesday - 8am - 3.45pm Wednesday - 8am - 4.15pm Thursday 8am - 4pm Friday 8am - 3.45pm
Purpose of the role	
To work as a valued member of the Inclusion Team to provide effective pastoral and academic support for students with SEND and other barriers to their learning and wellbeing.	
Responsibilities	
Key Duties: 1. Assist the Inclusion Manager to maintain an ethos in The Hub and The Hive which is aligned to the school's vision. 2. Follow a varied timetable which may include in class support, small group and 1:1 interventions, academic and pastoral provisions and supervision and support in The Hub and The Hive. 3. To be highly visible around the school and implement school policies with consistency. 4. Demonstrate inclusive practices which create a strong sense of belonging for all our students. 5. Assist the Inclusion Team in their partnership work with Heads of Houses, Teachers and external agencies. 6. Attend Inclusion daily briefings and assist in the supervision of daily Consequences as part of the Inclusion Team. 7. Undertake supervision duties within working hours as directed. 8. To occasionally act as a classroom assistant in lessons under the guidance of the teacher. 9. To provide reading interventions under the guidance of the Leader of English.	

10. To support identified pupils with the completion of their work and in offering mentoring and support.
11. To provide cover (rarely) for lessons as required.
12. To provide any other support to the Inclusion Manager as appropriate to the role.
13. To undertake training and professional development relevant to the role.

Other Duties:

14. To carry out whole school tasks where requested and agreed by the Inclusion Manager.
15. To ensure that duties and responsibilities are carried out in accordance with Academy policies.
16. To observe the Academy health and safety policy at all times.
17. To observe safeguarding policies and procedures at all times.
18. To observe the Staff Code of Conduct.

Person Specification

ESSENTIAL

- Experience of working effectively with young people.
- Experience of working in a similar environment.
- The ability to work constructively as part of a team - working together, supporting colleagues and maintaining good interpersonal relationships.
- Good levels of literacy and numeracy [GCSE English and GCSE Mathematics (or equivalent) at grade C/4 or above.]
- Excellent time management.
- Highly organised but with the ability to be flexible when needed.
- Ability to relate well to all audiences; students, parents/carers, colleagues and external agencies.
- Ability to self-evaluate training needs and actively seek learning opportunities.
- The ability to work independently, show initiative and problem solve.
- Willingness to undertake training commensurate with the role.
- Good IT skills including Google mail, slides, sheets and docs.
- Vigilant in the safeguarding of children.
- Commitment to uphold school policies.
- To be able to maintain necessary boundaries and have high expectations whilst retaining high regard for young people.

Personal Attributes

- Having attention to detail.
- The ability to be patient and calm under pressure; consistent and fair yet empathetic.
- Willingness to participate in professional development.
- Excellent time keeping and time management.
- Highly organised.
- Highest levels of professional and personal integrity.
- A strong commitment to the personal, spiritual, social and health development of young people.
- Personal resilience, persistence and perseverance.

Interpersonal & Communication Skills

- Solution focused.
- Excellent communication skills.

DESIRABLE

- To hold a qualification relevant to the position e.g teaching, mental health and wellbeing support, counselling, ELSA.
- Experience of working within a school and/or with young people.
- Experience of working with students with SEND.
- Knowledge of relational practice in schools.

TRAINING

- Training and support appropriate to this role will be offered/provided

September 2026