

**DESIGNATION:**

**INCLUSION SUPPORT ASSISTANT**

**POST RESPONSIBLE TO:**

**SENCO**

**POST GRADE**

**LEVEL 4**

**PURPOSE OF THE POST**

- **To provide support to pupils in developing good literacy skills through classroom support**
- To provide support to teachers in the preparation of teaching and learning materials.
- To provide learning support to pupils working in the classroom in collaboration with subject teachers to develop good literacy skills and enable them to continue to access mainstream education.
- To provide learning support to pupils working in small groups outside the classroom in collaboration with subject teachers to develop good literacy & numeracy skills and enable them to continue to access mainstream education.
- To be a personal tutor within the pastoral system

**DUTIES:**

- To maintain a daily log of work undertaken, pupils supported and timetable followed.
- To record and report information concerning pupils to the SENCO or relevant member of staff or outside agencies.
- To assist the SENCO and classroom teachers in the preparation of programmes of study for designated pupils.
- To assist in the preparation of aids and material
- To monitor use of equipment/resources.
- To join in with the activities of children in class
- To assist the teacher in the supervision of children
- To contact parents when required
- To assist in the provision of general care and welfare when required
- To maintain a safe environment including prompt marking of registers
- To work with individuals or small groups which may include out of school hours on pre-determined programmes of study.
- To work with small groups to deliver intervention programmes.
- To act as key worker to named pupils
- To work with individual pupils who may or may not be on the Special Needs Register by:
  1. assisting with the development of pupil's literacy and numeracy skills by supporting reading, writing and oracy
  2. assisting in the recording of success, progress and deterioration of named pupils.
  3. assisting in the gathering of information about individual learning approaches.
  4. assisting in the gathering of assessment data of named pupils.
  5. assisting in the preparation of programmes of study.
  6. working with pupils on programmes or providing in-class support.

**Providing in-class support for pupils:**

which includes:

- working with subject teachers in preparation for class work.
- adapting or preparing materials to enable pupils to access the subject material.
- working with individuals or small groups in class.
- assisting in the supervising of pupils according to timetable which may include non-teaching time.

The post holder will not have any supervisory responsibility for other staff.