

# KIRKLEES COUNCIL

## J O B D E S C R I P T I O N

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**SECTION:** ALL SCHOOLS MODEL - ETA

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**POST TITLE:** Inclusion Support Worker

**GRADE:** GRADE 7 (SCP 23-25)

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Please note that this Job Description is a generic JD, and you will be required to undertake most, though not all, the duties outlined in the JD. The specific responsibilities of the post in addition to those identified on the JD are outlined in the attached context sheet.

### **PURPOSE OF POST**

Working as part of a team to support the learning and behaviour of pupils. Provide practical support for individual pupils and work with the whole school to promote positive behaviour management.

### **KEY AREAS**

1. Support to Pupils
2. Support to Staff
3. Behaviour Improvement Activities
4. General

### **DUTIES AND RESPONSIBILITIES**

1. **Support to Pupils**
  - 1.1 To provide individual support or activities for pupils in danger of becoming disaffected or disengaged, in lessons, during break times and on educational visits as appropriate.
  - 1.2 To manage challenging and extreme behaviour of individual pupils.
  - 1.3 To calm and diffuse difficult situations involving pupils.
  - 1.4 To promote positive behaviour management by modelling and suggesting effective strategies with pupils in class and around school, including during break times.
  - 1.5 To provide programmes for individuals and small groups of pupils on social skills, anger management and emotional literacy.
  - 1.6 To provide within class support for targeted pupils or groups of pupils on a short term basis or in particular lessons where there are barriers to learning for the targeted pupils.

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1.7 To contribute to individual pupil's plans (additional needs plans, pastoral support plans, IEPs, personal education plans, behaviour support plans etc)

1.8 To maintain contact with and provide support for parents as appropriate.

### 2. **Support to Staff**

2.1 To provide positive models for other support staff.

2.2 To maintain dialogue with key people around individual children's needs (classteacher, education social worker).

2.3 To provide, for other adults in school, additional support in behaviour management through observation, shared planning and working alongside.

2.4 To prepare materials and resources where necessary.

### 3. **Behaviour Improvement Activities**

3.1 Undertake activities in accordance with the ethos of the Behaviour Improvement Programme.

3.2 In conjunction with Neighbourhood Enrichment Officers and School Community Development Workers, learning mentors and others to identify and provide programmes on behaviour management for parents and carers.

3.3 To attend network meetings and training.

3.4 To undertake selected duties from the above according to the needs of the school and as determined by the Headteacher or Line Manager.

### 4. **General**

Carry out your duties with due regard to current and future Council policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, ongoing performance development and through Council communications.

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**RESPONSIBLE TO: Headteacher /Line Manager: Inclusion and Safeguarding Manager**

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**RESPONSIBLE FOR:     None**

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JD Reference No	RM BP 5
JD Prepared / Amended	11 May 2020
Refers to Estab(s)	

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