

## **CONTEXT SHEET**

<b>Job Family</b>	<b>Student Support Worker</b>
<b>Role</b>	<b>Inclusion Support Worker</b>
<b>Grade</b>	<b>7 (SCP 23 – 25)</b>
<b>What will your role be in addition to the duties in the Job Description?</b>	
<p>A. Liaising with TAC (Team around the Child) in Inclusion Provision and on call.</p> <p>Co-ordinate the day-to-day running and development of the School's Inclusion Unit.</p> <p>B. Work with a targeted group of students across Years 7-11 to ensure their good behaviour and social and emotional wellbeing, in order to improve their learning and ensure they are on track in lessons learning.</p> <p>C. To ensure staff implement agreed programmes with individual students or groups of students including</p> <ul style="list-style-type: none"> <li>• Behaviour for Learning/Ready for Learning (BeReady)</li> <li>• Work programmes in Inclusion</li> </ul> <p>D. To carry out all other reasonable and appropriate tasks as identified and requested by the Senior Leader/Headteacher.</p>	
<b>Specific Duties</b>	
<ul style="list-style-type: none"> <li>• To manage Inclusion on a daily basis.</li> <li>• To work in collaboration with teaching staff/faculties to ensure effective systems are in place to allow students to access appropriate work/curriculum whilst in Inclusion Provision.</li> <li>• Organise individual daily programmes of study that encourage and allow students to work independently in the Inclusion Provision.</li> <li>• Monitor/track student behaviour and progress, whilst in Inclusion Provision, to inform reintegration.</li> <li>• Communicate with parents as and when required to discuss student behaviour.</li> <li>• Set clear expectations and boundaries for students in the Inclusion Provision.</li> <li>• Demonstrate a consistent approach to create and sustain a controlled, orderly environment in the Inclusion Provision.</li> <li>• Facilitate student inclusion back into lessons.</li> <li>• Maintain records of student referrals into the Inclusion Provision.</li> <li>• Attend team meetings and contribute to the School's agenda to improve behaviour and safety.</li> <li>• Provide reports for TAC/Senior Leadership Team as and when requested.</li> <li>• Provide support for after-school detentions as and when requested.</li> <li>• On a rota basis, carry out duties on call, in the Inclusion Provision, starting whole school detention, morning/afternoon duties.</li> <li>• Attend TAC Keyworker meetings, be in corridors/on duty from 8.00 am and be a corridor</li> </ul>	

<p>presence in a designated area at lesson change including lunchtime changeover and the end of the day.</p> <ul style="list-style-type: none"><li>• Implement behaviour and learning intervention and support strategies, for your allocated targeted group of students across Years 7-11, in line with policy and procedures. Ensure they are in form rooms and timetabled lessons and spend as little time outside learning time as possible.</li><li>• Work to resolve all incidents in a restorative and supportive manner.</li><li>• Feedback information re students in inclusion and respect to Student Support Leads.</li><li>• Contact parents/carers by telephone and meet as appropriate.</li><li>• Collect identified students for school detention to reduce the number of isolations and risk of fixed term exclusion when required.</li><li>• Responsible for spare uniform and footwear</li><li>• When required, be involved in post-isolation and post-exclusion support strategies for students including attending meetings with Student Support Leads and parents/carers.</li><li>• To undertake training in all aspects of the student support worker role.</li><li>• When required, investigate community behaviour issues.</li></ul>
Responsible to: Head Teacher / Line Manager : SENDCo / Deputy Headteacher
Responsible for: None