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# Hitchin Boys' School

## Job Description

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<b>Position:</b>	<b>Inclusion Support Professional (ISP) (formerly Learning Support Assistant)</b>
<b>Reporting to:</b>	<b>SENDCo</b>
<b>Working hours:</b>	<b>32.5 hours per week</b>
<b>Working weeks per year:</b>	<b>38.6 (term time + 3 days)</b>

### **Job Purpose:**

To work with students who need additional support to overcome barriers to their learning.

At HBS we want every boy to achieve his best, including boys with additional needs. We want them to become confident individuals, prepared for adult life – wherever that may lead – whether into employment, further or high education or apprenticeships/training. We will use our best endeavours to ensure that boys with SEND get the support they need – this means doing everything we can to meet their needs, ensuring that boys with SEND are included in all the activities and opportunities HBS has to offer. We can only do this together. We involve parents and carers every step of the way – from transition in Year 6, right the way through to GCSE and A levels.

### **Responsibilities:**

#### **Support for Students:**

Encourage and promote the inclusion and acceptance of all students.

- Under the guidance of the SENDCo and subject teacher, support learning to enable students to make good progress
- Adapt learning activities for students who need a different learning approach
- Clarify and explain learning tasks
- Ensure the student can use equipment and materials
- Motivate and encourage, giving reward points as appropriate
- Give feedback to students about progress and achievement
- Under the guidance of the SENDCo and subject staff, use various strategies to adapt learning for students with different needs e.g. scaffolding and refining tasks
- Deliver access arrangements under the guidance of the SENDCo and Assistant SENDCo
- Be proactive in supporting students effectively, liaising with teachers, the SENDCo and Assistant SENDCo

**Support for Teachers:**

- Provide regular feedback to teachers and the SENDCo on students' achievement, progress, problems etc.
- Contribute to the management of student behaviour, including anticipating and preventing potential problems from arising.

**Support for Curriculum:**

- Support the use of ICT in learning activities and develop students' competence and independence in its use, including accessibility options on Google Classroom.
- Deliver interventions, under the guidance of the SENDCo e.g. mentoring and reading fluency.

**Support for School:**

- Develop positive and effective relationships with other staff.
- Follow, policies and procedures, e.g. child protection, health, safety and security, confidentiality and data protection.
- Accompany staff and students on visits, trips and out-of-school activities as needed.
- Attend relevant meetings including the weekly SEND team meeting.

**Data Security:**

- Act in accordance with legal provisions regulating confidentiality and security of data and information in accordance with GDPR regulations.

**Health and Safety:**

- Be responsible for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Cooperate on issues to do with Health, Safety and Welfare.
- Contribute to the maintenance of a safe and healthy environment.

**Continuing Professional Development:**

- In conjunction with the SENDCo, take responsibility for personal professional development, keeping up to date with research and developments related to school.
- Undertake any necessary and identified professional development taking full advantage of any relevant training and development available, particularly when related to the use of ICT, for data management and Access arrangements.
- Maintain a professional portfolio of evidence to support the Performance Management Process – evaluating and improving own practice.

**Child Protection and Safeguarding:**

- The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people.
- Inform the Designated Safeguarding Lead, or SENDCo or Assistant SENDCo of any issues relating to the safety and well-being of students.

**Person Specification:**

	<b>Education and Qualification</b>	<b>Essential</b>	<b>Desirable</b>
1	Good educational background with GCSE or equivalent in English Language and Maths	X	
2	Level 2 or above Teaching Assistant qualification or willingness to work towards this		X
	<b>Experience</b>		
3	Experience of supporting children in a classroom environment, including those with a range of learning needs or challenging behaviour		X
4	Experience of working with children across all key stages with evidence of having achieved successful pupil outcomes		X
	<b>Knowledge and understanding</b>		
5	An understanding of the education system	X	
6	A good knowledge of the SEND Code of Practice		X
7	Understanding of phonics, numeracy and literacy development		X
8	A sound grasp of the concept of inclusive practice	X	
9	Knowledge of the concept of confidentiality	X	
10	Awareness of child protection issues	X	
11	First aid certificate		X

	<b>Skills and abilities</b>		
12	Good at making and sustaining positive relationships with children	X	
13	Good at developing children's self-esteem and motivation so that they become resilient, independent learners	X	
14	Able to work closely with pupils who are finding learning difficult, or those who have experienced a feeling of failure	X	
15	Good written and oral communication skills	X	
16	Ability to contribute to team meetings and contribute ideas	X	
	<b>Personal Qualities</b>		
17	Willingness to undergo further training and development	X	
18	Positive and enthusiastic approach towards work	X	
19	Ability to act on own initiative	X	
20	Kindness and empathy towards students and colleagues	X	
21	Ability to work as part of a team effectively and flexibly	X	
	<b>Child Protection</b>		
22	Support the academy policies on safeguarding and child protection	X	

*The post holder will undertake any other duties commensurate with the grade of the post, in consultation with line manager.*

*This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.*

*The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Disclosure & Barring Service.*

Print name .....  
(Member of staff)

Signed .....  
(Member of staff)

Date .....  
(Member of staff)

Print name .....  
(Line Manager)

Signed .....  
(Line manager)

Date .....  
(Line Manager)