

## Knebworth Primary & Nursery School

Headteacher: Miss S Bains

Job Description: Inclusion Assistant / 1:1

Reports to: Headteacher/SLT

Salary Range: H1 range

Responsible to: Class Teacher

### Purpose of the Role

To work under the direction, guidance and direct supervision of the classroom teacher as part of a professional team to support teaching and learning for all pupils including those with SEND i.e. moderate, severe, profound and multiple learning difficulties and/or behavioural, social, communication, sensory or physical disabilities.

### Responsibilities

- Work with individuals/1:1 or small groups of pupils in the classroom under the supervision of teaching staff and provide feedback to the teacher
- Support pupils to understand instructions to support independent learning and inclusion of all pupils
- Support the teacher in behaviour management and keeping pupils on task
- Support pupils in social and emotional well-being and reporting problems to the teacher as appropriate
- Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils' work and contribute to maintaining a safe environment

### Inclusion Assistants in this role may also undertake some or all of the following:

- Record basic pupil data /observations
- Support children's learning through play
- Assist with break-time supervision including facilitating games and activities
- Assist with escorting pupils on educational visits
- Support pupils in using basic ICT
- Invigilate exams and tests
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
- Liaise with parents and carers, under the direction of a teacher

### Equality

Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop in line with school policy

### Health & Safety

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person in line with school policy

### Additional Information

The jobholder is required to contribute to and support the overall aims and ethos of the school.

All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

The specific duties attached to any individual staff member are subject to annual review and may, after discussion with the staff member, be changed.





*This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form.*

*This role will be reviewed annually as part of the Performance Appraisal process.*

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

