

ST JOSEPH'S CATHOLIC PRIMARY SCHOOL



Job Description

JOB TITLE:	Inclusion Support Assistant
GRADE/ SCALE:	Band F – SCP 12 - 17
HOURS:	26 per week
BASIS:	Part-time (4 days per week) Term time only
RESPONSIBLE TO:	The Head Teacher Working under the direction of: Pastoral Manager/SENCO

The school was founded by and is part of the Catholic Church. It is one of the formal means through which the Church's educative mission is fulfilled and is to be conducted as a Catholic school in accordance with the canon law and teachings of the Roman Catholic Church, and in accordance with the Trust Deed of the Diocese of Hallam.

Purpose of the Role

You will work under the guidance of senior staff in the Inclusion and Pastoral Care team to support students with all aspects of their barriers to learning. This will include working with students that receive support and who may struggle to maintain positive behaviour choices, have difficulties forming friendships and effective learning habits.

You will deliver individual and small group pastoral programmes and, where appropriate, provide additional support within the classroom environment which are key elements of this role.

Main Duties

Support for Students

- Supervise and provide support for students. Identifying and eradicating barriers to learning ensuring health and wellbeing for all.
- Encourage students to interact positively with others and engage in activities individually, in small groups and led by the teacher.
- Help to resolve conflict and facilitate restorative practice.
- Work with the Mental Health Lead to support the mental health and wellbeing of students and families.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to students in relation to their progress.

- Develop mentoring relationships with children who require specific support to achieve their goals and targets defined in their support plans.
- Maintain contact with families/carers of children in need of extra support to keep them informed of the children's needs and progress, and to secure positive family support and involvement.
- Plan and lead pastoral and inclusion interventions.
- Work with pupils and families to improve school attendance and punctuality. Identify barriers to attendance and support families to address these issues.
- Implement strategies and support students in self-esteem and confidence building activities.
- Listen to students and help them resolve a range of issues that are creating barriers to their learning.

Support for the Inclusion Team

- Ensure student records and filing are kept up-to-date.
- Responsibility for the up keep of resources for pastoral interventions.
- Have regular contact with parents to discuss behaviour choices and progress of students completing interventions.
- Attend and lead meetings with parents or outside agencies as directed by the Inclusion team.
- To provide positive reinforcement and rewards as appropriate.
- Work with external agencies such as Early Help, health services and community organisations.
- Support families with referrals and engagement with services.
- Liaise with school staff regarding attendance concerns and agreed support strategies.
- Support with pastoral administration and in the analysis of reports.
- Update pupil records as appropriate and assist the SENCO/Pastoral Manager with more complex paperwork as and when necessary.
- Provide detailed and regular feedback to teachers on students' achievement, progress, challenges, etc.
- Work collaboratively with teaching and pastoral staff to promote positive behaviour following the behaviour policy.
- Work collaboratively with teaching staff to help students who are under-performing in their subjects, either on a 1:1 basis outside the classroom or within lessons.

Responsibilities

- Promote the safeguarding and welfare of children at all times.
- Follow school safeguarding procedures and report concerns appropriately.
- Maintain accurate and confidential records in line with school policies and data protection requirements.
- Comply with all policies and procedures relating to safeguarding, health and safety, security, confidentiality, and data protection, reporting concerns to the appropriate person.
- Promote equality, value diversity, and actively challenge discriminatory practice or behaviour.
- Contribute positively to the ethos, aims, and wider life of the school.
- Work collaboratively with colleagues and support the role of other professionals.

- Provide advice and guidance to staff, pupils, parents, and other stakeholders where appropriate.
- Attend and participate in relevant meetings, training, and performance development activities.
- Establish and maintain constructive relationships with external agencies and professionals.

The Postholder's duties must be carried out in compliance with the school's policies and procedures, including child protection procedures and the School's Equal Opportunities Policy, Information Security Policies, Financial Regulations and Standing Orders, the Health and Safety at Work Act (1974) and the subsequent health and safety legislation.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the Postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

This job description will be reviewed annually, as part of the school's annual appraisal procedures for support staff, or earlier if necessary. It may be amended at any time subject to consultation with all relevant parties.

Date Person Specification Revised: April 2026	By whom Mrs S Rose
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