

Jobs and Careers



Job Description

Post Title: Inclusion Support Worker		Post Number: E9042
		Date: SEPTEMBER 2009
Department: Children & Young People's Services	Division / Branch: School/College GENERIC	
Section: Pupil Support	Responsible to: Head of Care and Pastoral Support	

Overall Purpose of this Post:

To provide a complementary service to teachers and pastoral staff of the School/College, addressing the needs of individual children in crisis who need help to overcome barriers to learning both inside and outside school in order to achieve their full potential. Work takes place both within school and also in the home setting.

Major Objectives: These will include, as appropriate, those that reflect key corporate priorities, for example, Cultural Diversity, Social Justice, Environmental Quality and Economic Prosperity.

1. To support the School/College in enabling all students to access the curriculum.
2. To participate in the creation, delivery, and assessment of students' Individual Education Plans (IEPs) in collaboration with teaching staff and the Special Education Coordinator (SENCO).
3. To coordinate and participate in the delivery of activities and programmes that support students' social/emotional/behavioural development.
4. To maintain regular contact with families/carers of children in need of extra support, keeping them informed of students' progress and working to build positive relationships.
5. To liaise with relevant professionals, agencies and organisations inside and outside of the school in order to support students.
6. To compile lesson materials and adapt schemes of work/lessons for individual students with assistance from teaching staff.
7. To participate in assessing and monitoring students' learning needs and health/well-being.
8. To implement and promote Leicester City Council's and the School/College's policies and procedures relating to all areas of employment and service delivery.

P.T.O.

Summary of job tasks: The tasks listed are, generally, only those taking at least 10% of the postholder's time.

1. Supports students' learning as directed, including supervising students on a 1:1 basis and delivering home tuition.
2. Works with School/College staff to assess individual students in need of support.
3. Works with the Autistic Spectrum Disorders (ASD) Coordinator, SENCO, Youth Offending Services Staff, Educational Psychologists, the Junior Youth Inclusion Program (JYIP), drugs counsellors and other

professionals inside and outside of the school as needed to identify, monitor and support students' needs.
4. Delivers range of activities and programmes to support students' development (e.g. swimming tuition/sports, Emotional Literacy/ Independent Living programmes, Anti-Bullying project).
5. Writes reports and assessments on student progress/activities for various audiences as required (re: progress on IEP's or student education contracts).
6. Assists in the supervision of students, accompanying groups of students off school premises.
7. Coordinates health screenings and administration of medicines as necessary (auditory, dyslexia screenings, etc.).
8. Participates in training and staff review/performance process as required; participates in staff meetings as necessary within normal working week.
9. Co-ordinates exam entries and manages specific tests for students.

Is this post classified as "politically restricted", as in the Local Government and Housing Act 1989, either		
a) because of its salary level? or	Yes	No ✓
b) because the postholder is required regularly to advise the Council and its Committees, or communicates with the media on behalf of the Council?	Yes	No ✓
Is this post subject to exemption from The Rehabilitation of Offenders Act 1974?	Yes ✓	No

	Job Requirements: Essential (E) or Desirable (D).	E/D
A. Training & Education	NVQ level 3 certification in Child Care, or equivalent ability/experience.	E
	Literacy, numeracy and ICT skills sufficient to perform the job tasks.	E
	Behaviour management training.	E
	Health & Hygiene training.	D
	Team Teach training.	D
	Training in understanding Autism/working with children with Autism.	D
B. Experience	Experience of working with children in a residential environment.	E
	Experience of working with parents of children who have significant emotional, social and/or behavioural challenges.	E
	Experience of acting as liaison between organisations/agencies.	E
C. Equal Opportunity	Must be able to recognise discrimination in its many forms and be willing to put the Council's Equality policies into practice.	E
D. Other Skills	Able to work to independently on own initiative and as part of a team.	E
	Good interpersonal and listening skills.	E
	Excellent oral and written communication skills.	E
	Able to exercise confidentiality.	E
	Knowledge of first aid and administration of medicines.	D
E. Other Conditions Including any hazardous or environmentally adverse conditions	Willing to undertake additional training as needed.	E
	Willing and able to work outside of normal school hours.	E
	Willing to provide cover in an emergency e.g. residential sleep-in rota.	E
	Willing and able to travel to locations throughout the City.	E
	Willing and able to drive a minibus as requested.	E
	Must satisfy relevant pre-employment checks.	E
		E
	This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced Criminal Records Bureau (CRB) Disclosure check. This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands and bind-overs both spent and unspent in their application, regardless of the passage of time.	E