

Kippax Ash Tree School / Brigshaw Learning Partnership Job Description

School: Kippax Ash Tree Primary School

Post Title: Inclusion & Behaviour Support
Worker 30hrs term time

GRADE:
A1-B1

Responsible to: Designated Safeguarding Lead / SEN/d-co & Headteacher

Purpose of job

- To support the access to education for a vulnerable pupil. Providing support for this pupil and their families, under the guidance and instruction of senior staff.

Responsibilities

- Support identified child on an individual or group basis in a flexible and creative way through a variety of activities and events.
- Proactively develop constructive, respectful links with the families / carers of pupil.
- To work as part of the school team to develop appropriate planning and delivery of support programmes.
- To work alongside and support pupil, who may at times, work outside of the classroom following an adjusted timetable.
- Maintain regular contact with families/carers of pupil to keep them informed of the pupil's needs and progress, and to secure positive family support and involvement.
- Keep comprehensive records and prepare written reports and evaluations for case work reviews, the Common Assessment Framework and E.H.C.P.
- Liaison with external agencies, such as health, SEN/d professionals.
- To participate in meetings within the Child in Need and Safeguarding processes as required.
- Build positive relationships with partner settings and agencies in order to work as part of a multi-disciplinary team, in liaison with teaching/senior staff to support achievement and progress of pupils.
- Provide appropriate administration support e.g. phones calls, dealing with correspondence; compilation of data/information.
- Assist with the supervision of pupils on visits, trips and out of school activities including residential visits, as required.

- Be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality and data protection, reporting all concerns to the appropriate person.
- To ensure promotion and support of Equal Opportunities and Health & Safety
- To undertake any other duties that are commensurate with the post.

Relationships

The postholder will be required to work flexibly to deliver an efficient Service.

There will be regular contact with pupil, colleagues, other members of staff, line managers and internal and external customers

Physical Conditions

The post is currently based at Kippax Ash Tree Primary School.

The school site has some access by stairs and is accessible by disabled persons by ramp and lifts.

This post is subject to an enhanced Disclose and Barring Service check.

The school operates a non-smoking policy.

Economic conditions

Grade:	A1-B1
Annual Leave:	1 term only contract
Hours:	30 hours per week
Conditions of Service:	NJC Conditions apply

Prospects

Promotion

Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

Training

The school encourages training both "in-house" and external to meet the needs of the individual and of the Service.

QUALIFICATIONS

At least one of the following types of qualification is an essential requirement. If you do not hold one the following qualifications, but feel you have an equivalent qualification please provide details in your application.

NVQ level 3 in Childcare, Health, Education, Social Care or Adult Learning Support.

CACHE Diploma in Childcare & Education

BTEC National Diploma in Childhood Studies

Certificate in Education DIP HE IN Youth 7 Community Work

Social Work Qualification

Health Qualification

Foundation Degree in Family Support

Job Description Prepared / Reviewed by: A Campbell

Date: 20/4/21

Job Description Approved by:

C Lennon

Date: 6/01/20

EMPLOYEE SPECIFICATION:

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Ess	Des	MOA
Ability to communicate effectively with children, parents/carers and school partners.	*		A I
Able to work flexibly, independently and as part of a team	*		A I
Ability to work effectively in a multi-disciplinary team, alone, with school sector and with other agencies as necessary.	*		A I
Ability to work alongside pupil in the classroom	*		A I
Ability to prepare and present written reports as and when required.	*		A I
Ability to accurately enter/retrieve data information from information systems	*		A I
Ability to process documentation using Word	*		A I
Ability to prioritise work tasks to meet conflicting deadlines	*		A I

KNOWLEDGE/QUALIFICATIONS	Ess	Des	MOA
Knowledge of general office procedures and practice; including ICT experience	*		A I
Demonstrate a sound knowledge and the application of Child Safeguarding Procedures.	*		A I
Maths and English GCSE Grades A-C or equivalent		*	A
Full UK Driving Licence		*	A

EXPERIENCE	Ess	Des	MOA
Recent and relevant experience of working directly with children in the primary range, in particular with children age 5-11.	*		A, I
Recent and relevant, knowledge and experience of effective working with children with emotional well-being needs, mental health issues and behavioural problems.	*		A,I
Experience of dealing with queries from a wide range of people	*		A, I
Experience and practical application of the use of electronic communications, including Microsoft office and email.	*		A
Experience of organising work tasks and duties to meet appropriate service standards e.g. in terms of timeliness, accuracy and customer care		*	A I

Experience of understanding and responding to the range of factors that create stress for children and their families.	*		A, I
Experience of planning and delivering Early Help plans.		*	A,I

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des	MOA
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	*		I
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	*		I
To display a responsible and co-operative attitude to working towards the achievement of the school aims and objectives	*		I
An ability to respect sensitive and confidential work and maintain confidentiality	*		I
Commitment to own personal development and learning	*		I
A commitment to early intervention as a means of making a positive difference.	*		I
To display a calm, approachable and flexible manner	*		I

METHOD OF ASSESSMENT(MOA)	A = Application Form
	T = Test
	I = Interview
	C = Certificate