



## Inclusion Support Worker (SEND)

Salary / grade range	SCP 12-17 £24,338 - £26,401 (actual salary), term-time only plus five days (40 weeks)
Location	Co-op Academy Leeds
Reports to	SENDCo

### Purpose of role:

- To be part of the team which provides care, guidance and support to meet the pastoral needs of targeted students.
- To be part of the team which develops interventions to meet the needs of individual students and groups of students.
- To play an active role alongside other staff and leaders and staff to ensure that high standards of behaviour, attendance, well-being and safety are maintained across the school.
- To act as a support linked to a specific year group, deputising for a Year Manager where needed.

### Key accountabilities (and specific duties / responsibilities):

The duties outlined in this job description may be modified by the Headteacher to reflect or anticipate changes in the job, commensurate with the salary and job title.

- Develop and run intervention groups for students with specific needs.
- To provide 1:1 support for students with specific needs.
- Provide behaviour support around the Academy and local community before, during and at the end of the school day.
- Support the reintegration of students back into mainstream lessons, working with teaching colleagues.
- Respond to on-call as part of the team, under the direction of the SENDCo.
- Provide, where relevant, in class support for students with specific needs and mentor target students.
- Provide support for off-site when required.
- Support the smooth running of the Academy at break and lunch times
- To help to create a positive, rewarding culture within the Year Team based upon Co-op values, behaviours and ways of being.
- To proactively support student wellbeing.
- To work collaboratively to uphold highest standards of behaviour, including implementing the behaviour policy rigorously, consistently and fairly
- To contribute to the meeting and greeting of students in the morning, ensuring that students are welcomed positively and are equipped for school.



- To liaise with all internal teams and outside agencies with regards to the wellbeing of students.
- To work closely with parents, to build positive relationships and support the welfare of students, including regular communication around rewards and sanctions.
- To contribute to meetings relating to the welfare and safeguarding (child protection) of students.
- To contribute to assemblies, creating a positive and rewarding culture
- To take responsibility for the completion of appropriate behaviour reports for students.
- To mentor target students and set up intervention groups as appropriate.
- To contribute to building a team approach among colleagues.
- To contribute to the transition arrangements for new students.
- To support in coordinating the admission of students arriving mid-year.
- To be a day-to-day point of contact for students with specific needs.
- To support the smooth running of the Academy at break and lunch times and through the duty system.
- To liaise with the attendance team to ensure key students and cohorts within the year group receive regular and effective attendance monitoring.
- To undertake supervisory and detention duties as directed by the Academy Leadership Team and having robust follow-up procedures for non-attendance.
- To support the drive for improved standards of teaching and learning, behaviour and attendance within the Academy.
- To create a positive climate for learning within the Academy environment.
- To work collaboratively to uphold highest standards of behaviour including supporting the delivery of a behaviour curriculum, for all students across the Academy.
- To set high expectations for student behaviour, establishing and maintaining a good standard of discipline based upon the Co-op values and ways of being.

## **General**

- Co-op Academy Leeds expects all colleagues to uphold the duty to safeguard and promote the welfare of learners.

## **Health and Safety**

- First Aider (training will be provided)
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Cooperate with the Academy on all issues related to Health, Safety and Welfare.

## **Continuing Professional Development**

- Undertake any necessary professional development as identified in the Academy Development Plan taking full advantage of any relevant training and development available.
- Undergo appropriate training in order to develop skills for the post.



Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
<b>Qualifications</b> <ul style="list-style-type: none"> <li>Grade C in English and Maths GCSE or equivalent</li> </ul>		A
<b>Experience</b> <ul style="list-style-type: none"> <li>Working with young people of secondary age</li> <li>Working with disaffected or challenging young people</li> <li>Working in a school, academy or other educational setting</li> <li>Experience of leading small group work</li> <li>Experience of working in a multicultural setting</li> </ul>	Desirable  Desirable Desirable	A/I
<b>Skills, Ability, Knowledge</b> <ul style="list-style-type: none"> <li>Child Protection procedures</li> <li>Strategies for engaging disaffected students</li> <li>Ability to lead small group work e.g. anger management or self-esteem course</li> <li>Ability to forge excellent relationships especially with the more challenging students</li> <li>Ability to work constructively as part of a team</li> </ul>		A/I
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>Flexible in approach</li> <li>Enthusiastic can do approach</li> <li>Good team member</li> <li>Willingness to participate in the wider life of the Academy</li> <li>Commitment to the safeguarding of children and young people</li> </ul>		I

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.