



Job Description – Inclusion Support Worker Start

Date – ASAP

Post Title:	Inclusion Support Worker	Department:	Whole School
Hours per week:	Full time term time position.	Weeks per year:	Term time
Contract Type:	Permanent		
Salary:	£19,080-22,260		
Reports to:	Headteacher		

School Overview

We are an independent specialist primary school (from Years 2 to 6) which forms part of the SEND community in Poole, Dorset, as part of ARC Schools. We are seeking a dynamic, motivated, engaging, and passionate Inclusion Support Worker to join our growing and committed staff team.

We are looking for a candidate with experience in a primary educational setting or SEND Schools.

This is an exciting opportunity to join a growing school and to become an integral, founding part of the staff team.

Purpose of the Role

We are looking for a motivated, and engaging Inclusion Support worker to join our dynamic, highly qualified and committed team. This is a new role and will be part of the school’s efforts to support students who have emotional or health barriers to maintaining high levels of attendance. This role will also require the post holder to support and engage with families and carers to share good practice and support students holistically. The successful candidate will work offsite as well as at the school.

Key Accountabilities & Duties

- To provide outreach home visits to support the emotional wellbeing of students and provide a link between teaching staff and home.
- Complete ‘safe and well checks’ for students who have been unable to attend school.
- Provide online learning sessions under the direction of teaching staff.
- Transport students to school or specified locations.
- Write reports for teachers and the school leadership team to analyze barriers to attendance and support students to overcome these.
- Provide 121 coaching and emotional support sessions to students.
- Provide support and advice to parents of students.
- To implement agreed support requirements for individual students, support the teaching staff in the development of education for pupils.
- To help create a purposeful and supportive learning environment.
- Establish productive working relationships with students, acting as a role model.
- Promote the inclusion and acceptance of all students within the school community.
- Support students consistently while recognizing and responding to their individual needs.
- Promote independence.

Duties falling within the scope of designated contact hours:

- Manage student issues within agreed protocols.
- Participate in the School's appraisal process and to undertake any training that may be appropriate
- Take appropriate responsibility to ensure the health and safety of self and others.
- Pursue the achievement and integration of equal opportunities throughout all The White House School's activities.
- Adhere to the school's values and vision, abiding by the agreed policies and procedures to ensure provision is of the highest quality.
- Respect the confidentiality of student's information and respond sensitively to students needs. Attending a range of professional's meeting
- Attending training
- Communicating with parents and professional stakeholder
- Support community/personal enrichment activities (including trips related to learning).

***The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.**

Equal Opportunities

The White House School will seek to ensure that all existing and potential employees and pupils are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, race, nationality or other ethnic or national origin, disability, sexuality, trade union membership or activity and religious background. The school will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The school aims to provide an open welcoming and safe environment for all its pupils, employees, and visitors.

Safeguarding

The White House School is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be conducted; references will be sought, online checks conducted, and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders, both of which are available on request. If you are shortlisted, you are required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.

Further Information

This Job Description and Person Specification are current as of March 2024. In consultation with you it is liable to variation to reflect changes in the job. If you have any queries relating to your Job Description and/or Person Specification, please consult the Headteacher.