

Inclusion Assistant Children's Education

Job Title	Inclusion Assistant
Responsible to	Inclusion Manager / Headteacher
Key	Teaching Staff, Learning Support Assistants, Safeguarding Team, Therapists, Administration Team, Senior Leadership Team
Key External Contacts	Parents/Carers, Local Authorities, Alternative Providers, External Agencies, Social Care Professionals, Health Professionals

JOB PURPOSE

To support student engagement, attendance, behaviour, wellbeing and inclusion across the school. The Inclusion Assistant will work proactively with students who may be experiencing barriers to learning, helping them access education successfully through intervention, mentoring, restorative practice and coordinated support.

The postholder will work closely with staff, families and external agencies to promote positive outcomes and ensure students remain engaged, safe and able to access learning.

KEY TASK AREAS & RESPONSIBILITIES

Student Support and Inclusion

- Support students whose behaviour, attendance, emotional wellbeing or social needs present barriers to learning.
- Provide individual and small-group intervention sessions designed to improve engagement, resilience, self-regulation and social skills.
- Build positive and professional relationships with students to encourage successful participation in school life.
- Work alongside teaching staff to support students during periods of dysregulation or crisis.
- Facilitate restorative conversations and support conflict resolution between students where appropriate.
- Support students returning from suspension, reduced timetables, periods of absence or alternative provision.
- Assist in developing strategies that enable students to remain successfully included within their class and school community.
- Support the implementation of individual behaviour support plans, risk assessments and pastoral support plans.

Attendance and Engagement

- Promote positive attendance and punctuality across the school.

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- Work with students and families to identify and address barriers to attendance.
- Support reintegration meetings and transition plans for students returning following absence.
- Monitor attendance concerns and escalate issues appropriately through school procedures.
- Contribute to interventions aimed at reducing persistent absence and improving engagement.

Safeguarding and Welfare

- Maintain a constant focus on safeguarding and student welfare.
- Report concerns immediately in line with safeguarding procedures.
- Work closely with the Designated Safeguarding Lead and wider safeguarding team.
- Support students who may be experiencing emotional distress, anxiety, social difficulties or additional vulnerabilities.
- Maintain accurate records of concerns, interventions and actions taken.

Alternative Provision and External Agencies

- Support the coordination and monitoring of alternative provision placements.
- Liaise with external providers to monitor attendance, engagement and progress.
- Attend meetings with families and external professionals as required.
- Support information sharing and communication between the school and external agencies.

Staff and Parent Partnership

- Maintain positive communication with parents and carers regarding student progress and support strategies.
- Work collaboratively with teachers and support staff to ensure a consistent approach.
- Provide advice and guidance to staff regarding individual students where appropriate.
- Contribute to multi-disciplinary meetings and reviews.

Administration and Record Keeping

- Maintain accurate and confidential records.
- Complete reports, monitoring documents and intervention records within required timescales.
- Analyse patterns and trends relating to attendance, behaviour and engagement.
- Contribute towards reports required for internal and external stakeholders.

GENERAL

- Exercise vigilance in respect of Health and Safety and report hazards appropriately.
- Operate at all times in accordance with company policies and procedures, with particular reference to Safeguarding, Child Protection, Whistleblowing, Complaints and Behaviour Policies.
- Participate in training and professional development activities.
- Attend meetings, supervisions and annual reviews as required.
- Promote the school positively within the community.
- Ensure all actions are in the interests of students and the organisation.
- Work to and exhibit the values of the Company.
- Carry out any other reasonable duties appropriate to the role.

PERSON SPECIFICATION**Experience****Essential**

- Experience working with children or young people.
- Experience supporting individuals with additional needs, including autism, ADHD, SEMH or behavioural needs.
- Experience working within education, youth work, care or similar settings.

Desirable

- Experience of attendance, behaviour or pastoral support.
- Experience working with external agencies and professionals.
- Experience supporting alternative provision placements.

Skills**Essential**

- Excellent communication and relationship-building skills.
- Ability to remain calm under pressure.
- Ability to manage challenging and complex behaviour positively.
- Ability to motivate and engage reluctant learners.

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- Strong organisational and record-keeping skills.
- Ability to work independently and as part of a team.
- Good IT skills.

Desirable

- Understanding of restorative practice approaches.
- Understanding of attendance procedures and interventions.
- Ability to analyse behaviour and attendance data.

Qualifications & Training**Essential**

- GCSE English and Mathematics (or equivalent).
- Willingness to undertake relevant training.

Desirable

- Level 3 qualification in Education, Youth Work, Childcare, Social Care or a related discipline.
- Safeguarding qualification.
- Positive Behaviour Support, Team Teach or equivalent training.

Other**Essential**

- Commitment to safeguarding and promoting the welfare of children and young people.
- Commitment to the values of the organisation.
- Ability to maintain confidentiality and professional boundaries.

Desirable

- Full UK driving licence and access to a vehicle.

This role would sit nicely between a traditional pastoral lead and behaviour mentor and would be ideal if you're creating a provision focused on **attendance, inclusion, interventions, AP placements, reintegration, family support and reducing suspensions.**