**Job Description: Inclusion Assistant (SEN Support)**

\*\*Salary: Points 3-6

\*\*Contract Type: All day 8.30 – 3.25 (1 hour lunch)

\*\*Location: St Helen’s Catholic Primary School

\*\*Reports to: SENCO

**Job Purpose:**

To support the educational, social, and emotional development of pupils with special educational needs and/or disabilities (SEND), aged 5–11. The Inclusion Assistant will work under the guidance of teaching staff and the SENCO to ensure that all children are fully included in the life of the school and have equitable access to learning opportunities.

Key Responsibilities:

* Provide tailored support to pupils with a range of additional needs, including learning difficulties, autism spectrum conditions, speech and language delays, and social/emotional challenges.
* Work one-to-one or with small groups of pupils to help them access a personalised curriculum and achieve individual learning targets, with the goal of integrating them back into the classroom as much as possible
* Support children with personal care needs where necessary, promoting independence and dignity.
* Help implement and review personalised support plans (e.g. EHCPs).
* Assist learning and teaching staff in creating an inclusive learning environment, adapting resources and strategies as needed.
* Promote strong emotional regulation, social interaction, and emotional well-being.
* Foster good relationships with pupils, parents/carers, and external professionals.
* Observe and record pupils’ progress, feeding back to teachers and SENCOs to inform planning and reviews.
* Support pupils during transitions, including between activities, settings, or year groups.
* Encourage pupil voice and participation in their learning journey.