

**Inclusion Assistant: Job Description**

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

**Salary**: LGPS 3 - 6

**Contract Type**: Term-time only +training days

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

**Reports to**: SENCO / Class Teacher

**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 the SENCO and teaching staff to ensure that all children are fully included in the life of the school and have equitable access to learning opportunities. The Inclusion Assistant will work as part of a team within the school’s specialist provision, rather than in the classroom.

**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.

Support one-to-one or with small groups of pupils to help them access the curriculum and achieve individual learning targets.

Support children with personal care needs where necessary, promoting independence and dignity.

Support the implementation of and contribute to the review of personalised support plans (e.g. EHCPs, IEPs).

Assist the class teacher in creating an inclusive learning environment, suggesting and adapting resources and strategies as needed.

Support children to develop an understanding of rights & responsibilities, 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.

**General**

Uphold the school’s policies, vision and values.

Maintain confidentiality in all school-related matters.

Undertake training and development relevant to the role.

Carry out other duties reasonably requested by the Headteacher or Senior Leadership Team.

**Person Specification**:

**Essential:**

A willingness to learn new skills and work autonomously

A caring, patient, and nurturing approach.

Good communication and interpersonal skills, including a good command of spoken English.

Ability to work as part of a team and follow guidance from teachers and SENCOs.

Commitment to safeguarding and promoting the welfare of children.

**Desirable:**

Experience working with or supporting children with special educational needs.

Relevant qualifications (e.g. Level 2 or 3 Teaching Assistant, CACHE qualification, SEN training).

Knowledge of strategies for supporting children with autism, ADHD, speech and language needs, or emotional/behavioural difficulties.

First aid training or willingness to undertake training.