**JOB ROLE:**        **Inclusion (Learning Support) Administration Assistant**

**PAY BAND:**       **4**

**HOURS:**         **31 hours per week/40 weeks per year (term time only plus 1 week)**

**REPORTS TO:**    **Director of Inclusion**

Trafalgar School is a vibrant learning community where every member of staff understands the difference that they can make to our students' outcomes. We expect all staff to be actively involved in the personal development of our young people and to show full commitment to their own and the school's professional development.

Trafalgar School and its Governing Body are committed to safeguarding and promoting the welfare of children and young people; and they expect all staff to share this commitment.

**Key Purposes:**

1. To provide full administrative support ensuring efficiency within the Intervention Department; dealing with all matters in a confidential and professional manner in liaison with the Director of Inclusion.

**Accountabilities:**

1. Establish and maintain positive and professional relationships with students and staff.

2. Provide administrative support to the Director of Inclusion ensuring all paperwork is accurate and up to date.

3. Assist with routine correspondence, filing and reprographic duties as necessary.

4. To distribute correspondence, reminders and enquiries.

5. Keep confidential records up to date in liaison with the Director of Inclusion including student files for SEN students and attendance and punctuality records for the Inclusion Support Assistants (ISAs).

6. Initiate draft documents and word process all documentation for meetings as necessary, ensuring deadlines are met.

7. Prepare, arrange and attend Annual Review meetings.

8. Maintain the whole school Inclusions Register on the appropriate software.

9. Ensure SEN students have access to exams.

10. Maintain the SEN diary, arranging appointments and liaising with outside agencies and parents.

11. To take the minutes of the Inclusion Meeting and distribute.

12. To liaise with the Inclusion Team and other departments within the school.

13. To have a basic level of skill in the teaching of:
    - Reading
    - Numeracy techniques
    - Literacy techniques
    - Behaviour modification techniques
    - Emotional regulation
    - Social communication

14. To work across all areas within intervention as required in order to meet the needs of students, supporting them to develop independence and to foster enthusiasm for learning (eg in class support, withdrawal groups or 1:1 intervention, Inclusion).

15. To provide specific supervision of some students during breaktimes as directed by the SENCO before and after school; being prepared to offer flexibility at the start and end of the school day to meet the specific physical or medical support issues of the current cohort of students.

16. Participate in Professional Learning (including INSET and twilight INSET sessions) and Performance Management, contributing to the identification of own self development needs.

17. Provide support for students in internal and external examinations, working flexibly when require to support in longer examinations.

18. Actively participate in Inclusion Team meetings.

19. To attend staff meetings and whole school events as required e.g. Open Evening, as published annually in the whole school diary.

20. To work restoratively with staff, students, families and colleagues to maintain the strong community culture and very strong inclusive ethos of the school.

21. To contribute to the Personal Development curriculum of our young people.

22. To be a Form Tutor and play an active role in promoting the House ethos.

23. To take responsibility for your own wellbeing.

24. At the discretion of the Headteacher, to undertake other activities from time to time agreed to be consistent with the nature of the job description.

*This job description is subject to annual review and/or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.*

signed: _____  date: _____

signed: _____  date: _____