

<b>JOB ROLE:</b>	<b>Lead Inclusion Support Assistant: SEND (Primary)</b>
<b>PAY BAND:</b>	<b>6</b>
<b>HOURS:</b>	<b>37 hours per week/40 weeks per year (term time only plus one week)</b>
<b>REPORTS TO:</b>	<b>SENDCO (Primary)</b>

Mayfield School is a vibrant learning community where every member of staff understands the difference that they can make to our children's 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.

Mayfield School and its Academy committee are committed to safeguarding and promoting the welfare of children and young people; and they expect all staff to share this commitment.

### **Key Purposes:**

To work under the guidance of the SENDCO and class teachers to deliver teaching and learning opportunities that raise standards of achievement of the pupils in their care. The LISA will do so by utilising advanced levels of knowledge and skills to plan for, monitor and assess pupils.

To support the SENDCO in duties that further support EHCP, SEND Support and vulnerable pupils in the Primary Phase including undertaking reviews, attending parent/carer meetings and supporting teaching staff with the implementation of inclusion strategies and transition.

The LISA will encourage children to be independent learners and will provide for the social, emotional and mental health needs of individuals/groups both in the mainstream classroom or through an adaptable additional provision model.

### **Accountabilities:**

1. To complement teachers' delivery of the national curriculum and contribute to the development of other Inclusion Support Assistants, pupils, interventions and School/Trust policies.
2. To work collaboratively with the Primary teaching team and assist teachers in the planning process, specifically giving guidance on adaptations to learning and the preparation of resources for children with SEND/vulnerable pupils.
3. To work restoratively with staff, students, families and colleagues to maintain the strong community culture and very strong inclusive ethos of the school.
4. Develop and prepare resources for in-class learning/interventions in response to pupil need.
5. Contribute to the planning of opportunities for pupils to learn in out-of-school contexts in line with school/Trust policies and procedures.
6. Provide interventions for individuals and groups of pupils under the professional direction and supervision of the SENDCO, differentiating and adapting learning programmes to suit the needs of allocated pupils.
7. Assess, record and report on development, progress and attainment as agreed with the SENDCO and Primary SLT.

8. Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the SENDCO and the class teacher.
9. Plan, deliver and evaluate specialist learning activities/interventions, writing reports and records as required in collaboration with external agencies.
10. Support pupils in social and emotional wellbeing across the school, supporting the SENDCO to support, advise and quality assure the work of the wider Pastoral Team.
11. Establish and maintain relationships with families, carers and other adults, e.g. outside agencies where appropriate.
12. Take a shared responsibility for the preparation, maintenance and resources in Primary Additional Provision.
13. Escort and supervise SEND pupils on educational visits and out of school activities.
14. Prepare and present purposeful displays within spaces hosting additional provision and intervention.
15. Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas.
16. Be involved in planning, organising and implementing connection plans for pupils including attendance at, and contribution to, reviews.
17. Advise, support, plan and deliver a bespoke curriculum to pupils as part of Primary additional provision offer.
18. To assess pupils using agreed assessment tools to inform staff of the progress and personal development of identified pupils.
19. To be able to use de-escalation strategies and effectively support pupils to reintegrate to a suitable setting.
20. Provide direction, or support, for the positive handling of pupils to ensure pupils' wellbeing, health and safety is maintained.
21. Plan and deliver interventions which close the gaps or extend/challenge pupils.
22. To take responsibility for your own wellbeing.
23. At the discretion of the Headteacher, to undertake other activities from time to time agreed to be consistent with the nature of the role.

*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: \_\_\_\_\_