



**MEADOW PARK  
SCHOOL**



**FINHAM PARK**  
MULTI ACADEMY TRUST

### **JOB DESCRIPTION**

Job Title:	<b>Behaviour &amp; Inclusion Assistant</b>	Salary: <b>Grade 4</b>
Location:	<b>Meadow Park School</b>	Hours of work: <b>37 per week TTO plus 1 week</b>

#### **Job Purpose**

To work closely with students in a variety of settings from 1:1 to small group work, and work with families and external agencies to ensure students achieve their full potential. You will provide a complementary service to that provided by teachers, addressing the requirements of students who need help and support to overcome barriers to learning. You will contribute to the work of the school in raising standards of attainment, improving attendance, reducing exclusions and maintaining good standards of behaviour.

#### **Duties and Responsibilities**

These will include:

- To develop positive relationships with students identified as needing support; devising, implementing and evaluating individual action plans for these students, working with teachers in the school, in order to improve educational outcomes and help students to achieve their full potential.
- To co-ordinate individual support for identified students in liaison with the Inclusion Manager.
- To work with teachers, support staff, and outside agencies to identify students with barriers to learning and at risk of disaffection in order to ensure that appropriate support is provided in school.
- To establish and maintain contact with the families/carers of students receiving support in order to keep them informed about their needs and progress and to secure positive family/carer engagement.
- To establish good relationships and work closely with other agencies who may also be involved in supporting a targeted student - e.g. Behaviour Support, Child Guidance, Business Mentors, Voluntary Mentors - so that the needs of the student concerned are met in a focused and integrated way.
- To develop as full a knowledge as possible of the range of agencies and activities which can be drawn upon to support vulnerable students.
- To encourage the young people to interact and work co-operatively with each other and engage all students in learning activities.
- To respond to any questions from students about processes and procedures.
- To deal with any immediate problems or emergencies in accordance with school policy.
- To establish communication links with teachers, to ensure continuity is maintained for students.



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- To encourage positive attitudes to students receiving support and a shared understanding of their needs within the school.
- To transport students when necessary, using either school vehicles, own vehicle, or public transport (business insurance/MOT required when using own vehicle).
- To assist/supervise examinations when required.
- To take part in all appropriate CPD and attend staff meetings as necessary.
- Any other duties and responsibilities within the range of the salary grade.

All duties and responsibilities must be carried out with due regard to the Whitley Academy Health and Safety Policy.

To maintain confidentiality and ensure that all duties are undertaken in accordance with the General Data Protection Regulation (Data Protection Act 2018).

To carry out his/her duties in accordance with the equal opportunity and anti-discriminatory practices of the school.