

Information Pack

Inclusion Assistant

Responsible to:	Senior Leader of Inclusion (SENCO)
Start date:	September 2018
Salary:	£19,890 - £23,500 pro rata
Days and Hours:	37.5 hours per week, Monday to Friday, term time only + one week (40 weeks)
Closing date:	Monday 16 th July 2018 <i>The Trust reserves the right to interview and appoint a suitable candidate before the closing date.</i>

About us

Compass School Southwark is a four-form entry, mixed, 11-16 free school that opened in September 2013. Founded by a varied and experienced group of Trustees, the school will grow to offer an exceptional education to 600 young people in the heart of Bermondsey by September 2021 when it will move into a new state-of-the-art building on its current site. We are ideally located, just a short walk from Bermondsey Tube Station.

Compass School has applied to join the prestigious City of London Family of Schools sponsored by the City of London and are already engaged in partnership work with the trust on a number of levels. The City of London family is not only the top ranking multi-academy trust in the country, but through the City heritage and values, brings opportunities through the Guilds and Livery Companies that serve as an aspirational bridge for our community.

Will you join us in reaching our aspirations?

If you share our values, have an entrepreneurial spirit, and are excited by the prospect of making a real contribution to a new and growing school, we want to hear from you.

Contact us

For further information about the school and the Trust, please go to www.compass-schools.com.

If you have any questions, contact us at recruitment@compass-schools.com or 0203 542 6506.

How to apply

Our preferred method of application is via the TES website, however, you can also download an application form from our website.

Job Description

Inclusion Assistant

Role summary

- To support the Senior Leader of Inclusion within the SEN/ Inclusion department
- To work as part of a team to ensure all students on the SEN register have their needs met
- To support SEN students both in the classroom, individually and as part of withdrawal groups
- To ensure SEN students are fully included in all aspects of school life
- To carry out professionally the provision identified in exam access arrangements

Teaching

- To assist in setting up suitable withdrawal programmes for designated pupils to meet a range of SEN
- To teach and oversee withdrawal programmes for designated pupils
- To assist teachers in devising strategies which support the learning of pupils

Other Activities

- To help assist with the record keeping within the Department
- To assist the Senior Leader of Inclusion in coordinating support in partnership work with other stakeholders
- To assist in administering Annual Reviews of EHCPs
- To assist in administering Exam Access Arrangements
- To support both pupils, staff and parents in a wide variety of settings
- To support in timetabling and provision mapping of students within the Inclusion Faculty
- Implement agreed learning activities and teaching programmes
- To work as part of a team, both whole school and department

Assessments and Reports

- To support in writing Individual Education Plans for pupils
- To support in reporting and documentation of the SEN/Inclusion Department

Educational Methods

- To work with departments and individual teachers to meet the needs of pupils by identifying difficulties that may arise in any curricular context and taking steps to overcome them
- To give advice and support to colleagues on all matters connected to Special Educational Needs and to promote Inclusion across all curriculum areas
- To attend staff CPD along with teaching staff

Other

- To carry out any other duties commensurate with the role as directed by the Principal

All members of the Compass School staff are expected to:

- Support the Principal and Trustees in delivering the educational vision of the Compass Schools Trust
- Work towards and support the school vision and objectives outlined in the school development plan
- Communicate Compass Schools Trust values, aims, policies and plans to staff, students and parents
- Actively foster the ethos and values of the school

- Build an expectation of high achievement for all
- Help to create the best environment to promote and secure the achievement of students and staff
- Have a sense of Corporate Responsibility for the outcomes of pupils at Compass School Southwark
- Comply with and support at all times the school's policies and procedures on safeguarding
- Maintain high professional standards of attendance, punctuality, appearance and conduct
- Uphold and enhance the school's reputation by ensure positive, courteous relations with students, parents, colleagues and other stakeholders
- Be willing to go above and beyond expected levels of commitment to ensure the success of the school
- Be proactive in ensuring appropriate allocation of resources, and evaluate against outcomes
- Undertake other reasonable duties related to the role as required from time to time
- Develop and encourage good relations between the school and the local and wider community
- Work closely with other schools, locally, nationally and internationally
- Represent the school at marketing and other external events
- Engage actively in professional development for yourself and colleagues

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the grade and scope of the post. This job description may be subject to amendment, to meet the changing needs of the school, following appropriate consultation.

Person Specification

Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> Degree 	<ul style="list-style-type: none"> Further training in the area of SEN Further training in SEMH
Experience	
Essential	Desirable
<ul style="list-style-type: none"> Successful experience working with children/ students/ young people 	<ul style="list-style-type: none"> Successful experience of working with children/ students/ young people in more than one setting
Ability/ skills	
Essential	Desirable
<ul style="list-style-type: none"> Imaginative and able with ability to relate well to students Evident skills of clear communication – written and oral Ability to assess and teach small groups and/or individuals in basic skills Ability to support within the classroom and provide feedback and suggestions Ability to observe colleagues and offer advice and suggestions as to how to meet the needs of SEN students in the mainstream classroom Ability to support with tracking of student progress Excellent organisational skills and administrative skills 	<ul style="list-style-type: none"> Ability to liaise successfully with outside agencies and parents Understanding of legislation and policy with the Inclusion agenda Ability to lead within the team To have a sound understanding of the SEND Code of Practice and to be aware of the work of the SENCO
Equal opportunities	
Essential	Desirable
<ul style="list-style-type: none"> Understanding of school's equal opportunities policy Understanding of equal opportunities issues in the classroom 	
Disposition	
Essential	Desirable
<ul style="list-style-type: none"> Ability to work hard and be able to do so under pressure, prioritising appropriately, and maintaining good humour To be interested in students as individuals, in how they learn To believe in the importance of team work and a collaborative approach, and be able to build supportive working relationships with colleagues both within and outside the department 	

NOTE: This post is subject to an enhanced DBS check.