

# Job Description

## Part-time Design Technology Inclusion Assistant Senior School

<b>Effective Date:</b>	<b>2024-25 (Revised Annually)</b>
<b>Job Level:</b>	<b>Single Status Local Hire Position</b>
<b>Responsible to:</b>	<b>Head of Design and Technology as Line Manager.</b>

### Main Purpose of the Position and Key Responsibilities

- To support the cognitive, learning, communication, social emotional, behavioural, sensory and physical needs of students.
- To work under the guidance of Heads of Departments to support teachers in effectively differentiating for students with SEN and EAL needs.
- To foster the effective participation and inclusion of all students in the social and academic processes of the school.
- To enable students to become independent learners and raise their standards of attainment.
- Work collaboratively with members of your team to ensure consistency of practice in line with school policy and procedures.
- Treat students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to this professional position.
- Act in accordance with the professional duties and responsibilities outlined in the contract, staff handbook, job description and performance review.
- Take a shared responsibility for promoting and safeguarding the welfare of all students ensuring equality of opportunity for all.
- Contribute to school improvement through contribution to school inset and training of staff in ways to differentiate effectively for all students including those with SEN and/or EAL.
- Contribute to ongoing school improvement through active participation in staff and team meetings.
- To support the School Vision in relation to providing the highest standard of teaching, learning and pastoral care.

### Inclusion support

- Assist in the implementation of a fully inclusive curriculum.
- Support students with a range of additional educational needs (e.g. physical, sensory, language, behavioural) under the direction of the Head of Department.
- Deliver/teach differentiated programmes of support to groups or individuals under the direction of the Head of Department.
- Share knowledge and expertise with colleagues to develop effective ways of supporting targeted children.
- Maintain and analyse records of students' progress within withdrawal sessions and focus groups.
- Provide updates for the SEN/EAL register/Record of Concern.

- Contribute information to inform written reports on student progress and summaries of need in conjunction with the Head of Department.
- Work with External Agencies to provide support for students and parents under the direction of the Head of Department.

### In-class/Department Support

- Contribute effectively in the selection and preparation of learning resources and classroom materials to meet the diversity of student's needs and interests as per allocation to a department(s)
- Work with individuals or small groups of children, to help students stay on task and meet targets set by teachers or the Head of Department.
- Monitor and provide feedback on students' participation, progress and responses to learning in order to inform future planning, set targets and identify children in need of intervention.
- Withdraw and work with students as requested by the class teacher/Head of Department as required.

### Supervision

- Undertake periodic whole class supervision in the temporary, short term absence of a DT/ Art class teacher under the guidance and direction of the Deputy Head – Curriculum and Assessment.
- Undertake break time duties under the direction of the Deputy Head.
- Support students in unfamiliar surroundings e.g. by participating in external visits or during transition times.

### Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for students, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- Manage behaviour effectively, using approaches which are appropriate to students' needs in order to inspire, motivate and challenge students.
- To adhere to the Senior School behaviour policy at all times, in class, at break times and when moving around the school.
- Build positive relationships with students in each year group, responding sensitively when dealing with children, ensuring any concerns are dealt with according to school policy.
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviours, which are expected of students.
- Have high expectations of behaviour, promoting self-control and independence of all learners.
- Be responsible for safeguarding the welfare of students, raising any concerns following school policy.
- To take a proactive approach to implementing the School ethos.
- To celebrate children's achievements both in and out of school.
- To actively promote independence and self-confidence in all children.

- To actively promote the inclusion and acceptance of all children. To report any incidents of racism or bullying to the class teacher.

### Team working and collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relates to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies.
- Work collaboratively with others to develop effective professional relationships, sharing good practice across the team; aiding the learning/ training of Art/ DT technician as appropriate.
- Cover for absent colleagues where supply cover cannot be arranged.

### Fulfil wider professional responsibilities

- To prepare additional resources to supplement existing resources and to support differentiation.
- Use effective communication to support new staff, including teachers, in the needs of students and the role of the IA as directed by the Head of Department.
- Share professional development of staff INSET and external CPD.
- Contribute to ongoing school improvement through active participation in staff and team meetings.
- To promote a strong partnership between home and school and pass on parental queries or concerns quickly to the class teacher.

### Administration

- Supervise learners, before, during or after school sessions as appropriate.
- Participate in and carry out any administrative and organisational tasks which may be reasonably expected e.g. photocopying reports from external agencies etc.
- Assist in the recording and maintenance of internal assessment

### Professional development

- Where necessary, actively refine your approach and practice responding to advice and feedback from colleagues.
- To undertake appropriate CPD and training in connection with these responsibilities and personal career prospects.
- To reflect on own and other's practice, through discussion and observation in order to develop a thorough understanding of effective teaching methods and how children learn.
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal.
- Be proactive in maintaining an understanding of current thinking, initiatives and developments in education leading to best practice.

### Other

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality.

- Uphold the Code of Professional Conduct, demonstrating integrity and confidentiality at all times with regard to students and colleagues and relating to school matters.
- Behave in a positive and professional manner and promote a positive perception of the school in the wider community.
- To support children in their transition from one year group/key stage to the next.
- Perform any reasonable duties as requested by the Line Manager, Deputy Head or Head of Senior School.
- Act in accordance with the professional duties and responsibilities outlined in the contract, staff handbook and job description.

**Note**  
*This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.*

**BSM is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointments are subject to satisfactory references and DBS/Police Safeguarding clearance.**

Signature of Post Holder: \_\_\_\_\_ Date: \_\_\_\_\_