

**Ferryhill Business and Enterprise College**



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| <b>Job Title:</b> | Apprentice Inclusion Support Assistant |
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| <b>Grade:</b> | £4.30 per hour for the first year initially |
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| <b>Hours:</b> | Term Time - Full Time (32.5 hours) |
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| <b>Reporting to:</b> | Learning Support Unit Co-ordinator |
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**Main Duties:**

- To support students being re-integrated
- To supervise students on visits, trips and out of school visits as required
- To contribute to established links between home and school
- To maintain records of support and contribute to reviews of student progress
- To support students taking examinations
- To work with subject teachers in classrooms, laboratories, workshops etc. to provide help to students when required
- To assist the inclusion team in the preparation and management of teaching and learning materials used in the classroom and classroom/corridor displays.
- To work with individual students or small groups of students to provide specific help with aspects of learning e.g. literacy skills, behaviour.
- To attend and participate in regular meetings
- To attend relevant in-service training and participate in whole school training as appropriate
- To provide general help in maintaining the responsible behaviour of students around the school.
- To maintain school standards on discipline and behaviour and to record incidents on SIMS Behaviour Management/CPOMS
- To carry out any other duties as agreed with the KS3 Inclusion Room Co-ordinator.
- To work alongside the KS3 Inclusion Room Co-ordinator to develop a support mechanism for supporting students in class.
- To provide support for students who have minor sickness problems.

**The above duties and responsibilities are not an exhaustive definition of all tasks associated with the post. These duties may vary from time to time without materially affecting the level of responsibilities or character of the post and this is reflected in the grading.**