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AI-generated content may be incorrect.

***‘Helping every person achieve things they never thought they could’***

**JOB DESCRIPTION**

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| **Job Title** | **INCLUSION KEY WORKER** |
| **Status** | PERMANENT |
| **Pay Range** | **GRADE F SCP 17-23.**  **ACTUAL ANNUAL SALARY (£25,740 - £28,571)** |
| **Hours of Work** | **37 HOURS TERM TIME ONLY + 5 DAYS** |
| **Primary Purpose of the Job and** | * To work as part of the DEEP support team to promote the learning and welfare of vulnerable students and those who experience barriers to learning * To support the DEEP Support Team to work with vulnerable students and students with social emotional and mental health needs, providing individual assistance and implementing action plans to maximise their achievements * To help students modify their behaviour through effective interventions so they are able to independently manage their choices * Modelling the vision and values of the academy * Receiving and acting on feedback to build on the strengths and improve personal performance within the academy systems * Promoting and safeguarding the welfare of children and young people |
| **Responsible to** | Senior Leader: DEEP Support |
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| **Main duties and responsibilities:**   * + To design and deliver highly effective interventions that support the most vulnerable students to achieve well in their lessons and across the Academy   + Produce work resources including anger management, behaviour management, promoting self esteem and good mental health as well as developing social skills linked to the Little Lever levelled support strategies   + Provide suitably differentiated and appropriate work for students as and when appropriate   + To support the DEEP support leads to implement agreed work programmes with individuals / groups and to be responsible for the administration of special educational needs and disabilities procedures where appropriate   + Provide a point of contact for vulnerable students, discuss problems with students and communicate information to relevant staff and EWO   + To play an appropriate role in child protection procedures such as relating relevant factual information and recording / reporting disclosures to the designated teacher / relevant professional   + To develop methods of promoting / re-enforcing the students’ self esteem   + Liaise with outside agencies and parents/carers   + To provide regular feedback about students to appropriate colleagues   + To assist with the development and implementation of individual Education Plans   + Manage achievement initiatives, keeping up to date records and assigning awards   + To administer and assess routine tests and invigilate exams and tests when appropriate   + To support students to further develop literacy, numeracy, ICT, problem solving and study skills to assist students on the organisation, preparation and display of set tasks   + To maximise the use of ICT in the learning process   + Develop, maintain and monitor a highly effective climate and curriculum around the Academy   + Take responsibility for upholding the standards of behaviour in the Academy   + Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with   + To comply with the academy’s policies and procedures at all times   + To act as Fire Warden and/or First Aider as directed by the Principal   + Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation   + Dealing with any immediate problems or emergencies according to the Academy’s policies and procedures   + Respecting confidential issues linked to home/students/teacher/Academy work   + To comply with the Academy’s Child Safeguarding Procedures, including regular liaison with the Academy’s Designated Child Safeguarding Person over any safeguarding issues or concerns | |
| **This job description may be amended at any time following discussions between the Principal and the post holder and will be reviewed annually as part of the school self-review programme.** | |

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| **Date Job Description prepared/updated** | July 2025 |
| **Job Description prepared by** | Mr D Mckeon |