

**Job Description**

|  |  |
| --- | --- |
| **Post**  | Autism Spectrum Provision/SEND Teaching Assistant |
| **Salary** | Salary: Level D Point 15 – 17 £17,972 - £18,672 to be Pro-Rata Term Time Only (39 weeks) |
| **Line Manager** | AS Provision & SEND Leader |
| **Working Hours** | Hours: Full time, 37 Hours per week (Monday to Thursday 8am – 4pm & Friday 8am to 3.30pm)  |
| **Contract**  | Permanent |

**Purpose of Job:**

* To support and assist teachers as part of a professional team to contribute to raising standards of students’ achievement and to undertake a range of learning activities under the professional direction of the AS Provision & SEND Leader and/or the supervision of qualified teachers and/or senior colleagues, in line with the Academy’s policies and procedures.

**Principle Responsibilities:**

* Facilitating integration into the main school, providing support for students with a diagnosis of AS who are supported by the AS provision.
* Supporting students in classes, small groups and 1:1

**Main Duties:**

* Raising awareness to teaching staff of the strengths and difficulties of individual students.
* Assisting teaching staff in the monitoring, recording and evaluation of students’ progress, including providing feedback on observations undertaken.
* Have knowledge of, and use augmentative approaches to communication within the classroom where applicable.
* Assisting in the in-depth assessment of each individual student.
* Liaising with the multi-disciplinary team of professionals who support the student, to identify their individual needs.
* Providing support to teachers in developing effective approaches to manage and modify behaviour difficulties.
* Raising the awareness of school staff to triggers that may result in behavioural outbursts for students.
* Assisting in compiling and maintaining students’ records.
* Assisting with annual reviews and reviews of the EHCP in line with the statutory requirements of the Code of Practice.
* Delivering appropriate schemes of work and programmes set by the teaching staff for students and to assist in the preparation of learning materials for this purpose.
* Under the direction of the teaching staff work independently with individual students and groups of students both within the school environment and in the local community.
* Planning and programmes of specific educational activities for individual students and small groups where directed.
* Assisting in the preparation of work and other activities for students in accordance with objectives set by teaching staff.
* With the AS Provision & SEND Leader develop positive handling plans for each student relating to behaviour management, moving and handling and/or students’ capacity to understand their own personal safety.
* In line with individual protocols, plans and strategies, undertaking duties in connection with personal hygiene and welfare of students.

**General Requirements:**

* Attending and participating in training and development activities as required and/or directed.
* Having regard for national, professional TA standards
* Being an effective role model for the standards of behaviour expected of every student in the Academy.
* Having due regard to confidentiality, safeguarding procedures, health and safety, other statutory requirements and the policies of the Academy and the local education authority.

**Professional Values and Practices for all of our staff:**

* Have high expectations of all students; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and be committed to raising their educational achievement.
* Treat students consistently with respect and consideration, and be concerned with promoting their optimum development as learners.
* In line with Academy’s policy and procedures, use behaviour management strategies which contribute to a purposeful learning environment.
* Work collaboratively with colleagues as part of a professional team; and carry out roles effectively, knowing when to seek help and advice from colleagues.
* Reflect upon and seek to improve personal practice.
* Work within the Academy’s policies and procedures and be aware of legislation relevant to personal role and responsibility in the Academy.
* Recognise equal opportunities issues as they arise in the Academy and respond effectively, following the Academy’s policies and procedures.
* Build and maintain positive relationships with students, parents/carers and staff.
* Have the skills to communicate with a wide range of audiences.
* Have the skills to use ICT including augmentative communication aides, interactive white boards, digital computers, video equipment etc.
* Undertake any other duties commensurate with the post.

The post holder must act in compliance with GDPR principles in respecting the privacy of personal information held by the Academy.

The post holder must carry out their duties with full regard to the DfE’s Keeping Children Safe in Education document.

The post holder must carry out their duties with full regard to the Academy’s Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Academy Policies.

The post holder must comply with the Academy’s Health and Safety rules and regulations and with Health and Safety legislation.