

*At Lady Manners School we strive to attain the highest standards in our work, have respect for others and develop our individual talents.*

**JOB DESCRIPTION**

**POST TITLE:** Access to Work Support Worker

**MEMBER OF STAFF:** Vacancy

**GRADE:** 5

**RESPONSIBLE FOR:** N/A

**RESPONSIBLE TO:** Coordinator for PSHE

**OVERALL RESPONSIBILITY:**

To provide support to an experienced teacher and facilitate the undertaking of their work to the highest possible standards.

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. Take account of the choices, needs and wishes of the member of staff.
2. Take personal responsibility for learning about the member of staff and the way autism affects them; for ‘listening’ to the individual; and for reflecting on own practice to continuously develop your own knowledge and skills.
3. Maintain confidentiality at all times.
4. Assist the member of staff with communication:

* attending meetings on her behalf
* acting as companion in meetings
* creating written accounts of meetings
* receiving emails and working with the member of staff to construct a response
* working to resolve misunderstandings

1. Recognise possible sources/triggers of anxiety and take steps to provide support of minimise impact (e.g. the effect of the environment; changes in temperature, lighting, noise etc.).
2. Provide administrative support, for example producing departmental resources, filtering emails, organising photocopying.
3. Assist the member of staff with planning workload over the day, week, term and year.
4. Provide support to the member of staff during ‘meltdowns’.
5. Assist the member of staff in ensuring that reasonable adjustments are in place.
6. Assist the member of staff in highlighting changes in need to senior management.
7. Support senior management in managing changes to routine with the member of staff.
8. Move resources, writing slope and specialist chair if necessary.
9. Carry heavy/bulky items to and from the teacher’s car.
10. Set up PSHE lessons and tidy away.

**GENERAL DUTIES AND RESPONSIBILITIES:**

1. Undertake training and development activities relevant to the position.

1. Co-operate with the school in complying with relevant health and safety legislation, policies and procedures.
2. Carry out the duties and responsibilities of the post in compliance with the school's equal opportunities policy.
3. Support the aims and ethos of the school.

5. Maintain confidentiality and observe data protection and associated guidelines where appropriate.

6. Maintain an awareness of Safeguarding Children, Safer Working Practice and Every Child Matters initiatives.

7. Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

**PERSON SPECIFICATION**

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|  | **Essential or Desirable** |
| **Experience:** | |
| Care/support work | Essential |
| Working as part of a team | Essential |
| Working in a secondary school | Desirable |
| Working with children/young people | Desirable |
| Working with adults with Autism | Desirable |
| **Qualifications:** | |
| Good standard of education at GCSE or equivalent | Essential |
| Relevant care/support work qualification | Desirable |
| Evidence of continuing professional development | Desirable |
| 5 GCSEs grade C+ including English and Mathematics | Desirable |
| **Knowledge:** | |
| Understanding of the importance of safeguarding children and of safer working practice | Essential |
| How disability can impact on a person’s life | Essential |
| Knowledge of High Functioning Autism Spectrum Disorder (Asperger’s) | Essential |
| **Skills:** | |
| Ability to maintain appropriate interactions with teachers in the classroom | Essential |
| Ability to work intensively, predominantly with one person | Essential |
| Ability to recognise the need for and maintain a high degree of confidentiality | Essential |
| Ability to relate to teachers, other professionals, parents and students | Essential |
| Ability to work as part of a team and on own initiative | Essential |
| Ability to work calmly and professionally under pressure | Essential |
| Attention to detail | Essential |
| Ability to organise and prioritise work effectively and to deadlines | Essential |
| Good communication skills | Essential |
| ICT (use of Excel, Word, internet) and clerical skills | Essential |
| **Attitudes and Values:** | |
| Commitment to school improvement and raising achievement for all students | Essential |
| Ability to form and maintain appropriate relationships and personal boundaries with young people | Essential |
| Takes responsibility and understands accountability | Essential |
| Committed to the needs of the students, parents and other stakeholders | Essential |
| Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations | Essential |
| Adaptable to change | Essential |
| Ability to relate to and promote the school ethos | Essential |
| Interest in PSHE Curriculum | Desirable |
| **Other:** | |
| Willing to self-improve / attend training | Essential |

*The post-holder must be prepared to carry out additional duties which may reasonably be required by the Headteacher. The duties of this post may vary from time to time, as required by the Headteacher, without changing the general character of the role or the level of responsibility.*

Evidence will be drawn from some or all of:

* Letter in support of application
* Application form
* Response to questions during interview
* Test or task
* References