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| **Job title:** | Teaching Assistant |
| **Reporting to:** | Class Teacher |
| **Responsible for:** | In absence of Class Teacher, class room staff and volunteers and students on placement |
| **Hours of work:** | 39 weeks per annum (35 hours per week) plus 3 days during school holiday periods 8.30am – 3.30pm |
| **Holidays:** | School holidays (as set by the Governors) less 3 days |

Autism Anglia is a well-established charity providing direct provision for people within the Autistic Spectrum from pre-school to adults. We provide a range of services to enable people with autism to live as independently as possible and experience choice and inclusion in society. The ethos of our work is based on the following five key themes.

* To provide skills and strategies to people with ASC
* To always adopt a personalised approach
* To have a shared understanding of a person and their strengths and needs
* To have power with rather than power over a person with ASC
* To see people with ASC as independent and valued citizens

## Main Purpose of Post

To assist the class teacher and specialist staff in providing a high standard of professional support to each student within the learning environment. Providing significant contribution towards the education and welfare of the students; including direct practical interaction in a teaching, caring and supervisory capacity as well as being actively involved in the delivery of all areas of the curriculum. Regularly meeting with the Class Teacher to discuss the timetable and lesson planning, in order to provide cover for the class teacher where necessary.

## Specific Responsibilities

* Under the direction of the Class Teacher, help prepare for lessons, contribute towards and carry out schemes of work and Individual Student Plans (ISPs) and Care Plans
* Retain an up-to-date knowledge of each student’s stage of development with regard to assessment, communication, ISPs and management programmes and share information with colleagues as might be appropriate
* Support the Class Teacher in planning and preparing for educational visits and school journeys and subsequently accompany students on such visits
* Supervise out of school visits and activities in line with school policies and practices
* To participate in a wide range of physical activities with students e.g. swimming, ice skating, horse riding
* Work with students on an individual or small group basis alongside colleagues (and in the company of visiting parents, professionals and volunteers) in class, at lunch time and during break periods
* Analyse and simplify tasks and present information in a meaningful and appropriate manner to each student
* Maintain an awareness of, and interest in, the developments within the field of curriculum development for students with autistic spectrum disorders
* Assist in keeping careful and accurate records
* Ensure student and staff safety is maintained at all times, managing challenging and unpredictable situations
* Attend parents’ evenings, case conferences and meetings as meetings as necessary, some of which may be outside working hours
* Accompany students, as appropriate, on visits to doctors, dentists etc
* Ensure teaching materials and resources are suitable, in good order and that an adequate supply is available for the task
* Ensure the classroom environment and shared facilities are kept in a safe and tidy state
* Use any non-contact time in a profitable and work-related manner to meet the job requirements, as directed by the Class Teacher
* Assist in preparing students for departure from school
* Carry out playground duties in line with school policy
* Support the students in maintaining personal hygiene
* Support and oversee new staff in the classroom
* Ensure the smooth running of the class
* Work closely with the Class Teacher and other staff maintaining close links with the Senior LSA and Learning Support Assistants
* Maintain good relationships with parents/carers, outside agencies and the general public with a high degree of personal and professional integrity
* Have a good understanding of autism and treat students with dignity and respect and to be aware of the vulnerability of students at the school
* Promote the safety and wellbeing of children and young people
* Ensure that the School’s Child Protection and Safeguarding Policies and Procedures are promoted within the school and adhered to by all members of staff
* Be observant and do everything possible to protect students and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes the need to report any incident of this type that you witness or hear about
* Participate fully in the school’s supervision system in relation to your own professional development
* Be familiar with and put into practice all school policies and procedures
* Attend all in-service training courses as required in order to promote personal and professional development and to take part in a positive manner
* Identify areas for personal development and actively seek ways in which to meet these