



## JOB DESCRIPTION

**Job Title:** Midday Assistant for the Autism Support Centre

**Place:** Tendring Technology College

**Responsible to:** Principal / SLT Link

**Line Manager:** Lead Teacher for Autism Support Centre

**Purpose of Job:** To act as part of a team to ensure the safety, welfare and good conduct of students, enrolled in the Autism Support Centre, in accordance with College policy and practices, under the direction of the Lead Teacher for the centre and Senior Staff

**Term of Contract:** Fixed Term (linked to funding)

**Hours:** 1½ hours per day, five days a week (term time plus NPD's)

**Liaison with:** Lead Teacher and Learning Support Assistants.

### **Key Responsibilities:**

- To supervise the students at lunchtime.
- To assist students with the development of play and social skills
- To ensure students' safety and wellbeing at all times.
- Liaise with the centre staff

### **Key Responsibilities pupil:-**

- To provide support for the students.
- Motivate and encourage the student to have a go at activities they may be unsure of.
- Provide positive reinforcements, praise and rewards.
- Follow a behaviour plan.
- Facilitate inclusion in small group activities with peers and support interaction between them.
- To attend in service training and meetings relevant to the post, in order to keep up to date with developments in working with students with special educational needs.
- To assist with all aspects of care, welfare and personal hygiene for students.

### **Key responsibilities College:-**

- To work as part of the team, to ensure that the well being and personal development of the students enhances their learning opportunities and life skills.
- To provide regular feedback to the centre staff about the students' difficulties and progress.
- To participate in relevant professional development as deemed appropriate for the needs of the students.
- To understand and apply the College policies on learning and behaviour, and the statutory guidelines relating to disability discrimination and special educational needs.
- To maintain confidentiality and sensitivity to the students' needs but have regard to the safeguarding procedures of the College.

- To carry out duties as directed by the Lead Teacher or Learning Support Assistant,
- To support the lead Teacher and LSA to create and maintain a centre of excellence for students with ASD.
- To ensure the whole school safeguarding and well-being protocols are followed.

**Other Clauses**

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description allocates duties and responsibilities and these can be directed to be fulfilled at either site. It does not direct the particular amount of time to be spent carrying them out and no part of it may be so construed.
3. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. The duties may be changed to meet the changing demands of the College at the reasonable discretion of the Principal
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. The Governing Body is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.



## PERSONAL SPECIFICATION – Midday Assistant Autism Support Centre

	Essential	Desirable
Qualifications/ Attainments		<ul style="list-style-type: none"> <li>• Functional skills in literacy and numeracy</li> </ul>
Experience		<ul style="list-style-type: none"> <li>• Have experience of working with students/adults with Autism Spectrum Conditions.</li> <li>• Experience of working in a school environment</li> </ul>
Skills, Knowledge and Aptitude	<ul style="list-style-type: none"> <li>• Calm and positive approach</li> <li>• Ability to use own initiative when required</li> <li>• Good communication skills</li> <li>• Ability to work as part of a team</li> <li>• Sensitive to the needs of children with learning difficulties</li> </ul>	<ul style="list-style-type: none"> <li>• Confidence and understanding in the management of challenging behaviour.</li> </ul>
Personal Requirements		<ul style="list-style-type: none"> <li>• Energy and resilience and willingness to learn and take on new skills</li> </ul>