



Blessed George Napier Catholic School

Job Description

Post Title: Teaching Assistant [Level2] – ASD Specific

Salary: Grade 4 [Points 4-5]

Hours: 29 hours per week, term-time only

Hours of work:

[*Including 1hour 5mins of flexible breaks per day, to be taken during structured time as supervision during school breaks / unstructured time is required at all times]

08:30 – 15:20 – Monday to Friday

Line Manager: SENCO / Assistant SENCO

Core Purpose:

- To enhance the learning of a SEN Pupil who has ASD (Autism Spectrum Disorder)
- To work with individual and small groups of SEN Pupils, under the direction of the class / subject teacher, in order to promote the inclusion of SEN pupils in a mainstream class, and to provide support for teaching and personalised learning.
- To be adaptable and to be empathetic but also to recognise and adhere to the schools' policies
- This post will be on a 1 year fixed-term basis, but will be reviewed annually in line with funding provision for the duration of the student's time on roll at BGN School.

Core Duties:

Support for SEN pupils and their personalised learning:

- Support pupils' learning across the curriculum, tailoring support to match learners' needs
- Support pupils to become independent, cooperative and collaborative learners
- Support pupils' access to learning through the effective use of ICT
- Contribute to assessing pupils' progress, and support them in reviewing their own learning
- Identify and remove barriers to pupils' learning
- Adapt and customise curriculum materials
- Support teacher planning

Meeting pupils' additional needs:

- This individual student will require supervision throughout any unstructured time, i.e. in the mornings before Tutor Time, during morning break time, during lunch time, after school and in between class changes and school activities. *
- Support the learning and emotional well-being of a diversity of SEN pupils, including those with dual and/or multiple exceptionalities
- Promote pupils' well-being (ECM outcomes)
- Contribute to the management and mentoring of SEN pupils with challenging behaviour (Key Worker)
- When required, to be willing to be involved fully in the personal care of pupils
- Support the delivery of Wave 2 and Wave 3 interventions in literacy and numeracy and monitor their impact
- Support pupils with SEN and/or disabilities to access extended school activities
- Support pupils with Examination Access
- Accompany student[s] on school trips and attendance on residential trips [which may involve overnight stays]

Support for Teachers:

- To develop a mutually supportive relationship with teaching colleagues in order to help pupils access the curriculum by differentiating tasks and using alternative strategies and resources
- To assist pupils to remain 'on task'

Providing pastoral support:

- Promote SEN pupils' well-being and resilience
- Safeguard the welfare of SEN pupils
- Support the transition and transfer of SEN pupils
- Act as a 'champion' and advocate for children with special educational needs

Support for the SENCO:

- Be aware / have knowledge of the SEN Code of Practice
- Feedback pupil information to SENCO as necessary
- Liaise with parents where necessary
- Communicate with outside agencies regarding pupils as and where necessary

Supporting the wider work of the school:

- Contribute to the school's improvement planning and wider self-evaluation process.
- Support teachers in the administration of tests and results.
- Contribute to maintaining pupil records.
- Assist teachers with the display of pupils' work and achievements.
- Contribute to the school's extended services core offer.
- Escort and supervise SEN pupils on educational visits and out-of-school activities.
- Contribute to and support the Common Assessment Framework (CAF) process.

- Comply with school policies and procedures related to child protection and safeguarding, health and safety, inclusion and SEN, Disability Equality Duty, Information Sharing and Data Protection.

Working with colleagues:

- Support and maintain collaborative, productive working relationships with school staff and professionals from external agencies.
- Contribute to and support the work of the learning support team in school.
- Liaise with pupils, their parents/carers, teachers and practitioners from external agencies to support pupils' learning and well-being.
- Work co-operatively with colleagues to achieve the aims and objectives of the post and the school.
- Participate positively in the implementation of new working methods and practices as required.
- Undertake other duties within his / her competence or otherwise appropriate to the grading of the post as required.

Personal Development

- Work positively and constructively with the line manager to identify strengths and agree an action plan in relation to development needs, to set these out in a personal development plan, which will be reviewed regularly with the line manager.
- Engage actively in the performance review / appraisal process and be willing to attend courses and training for development [CPD] in any specialist areas as required
- Be aware of the current national and local issues relating to Education insofar that they affect the post.

Support for the School /Other Specific Duties

- **Be committed at all times to the safeguarding and protection of children and young people.**
- **Report any child protection concerns to the designated person in the school (please refer to 'Child Protection Policy' on staffroom notice board)**
- **During the course of undertaking their duties, all employees will be expected to promote, maintain and uphold fundamental British Values**
- Attend and participate in regular meetings including pupil review meetings
- Supervise pupils on visits, trips and out of school activities as required

General

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- It is a requirement, in accordance with the guidance of the Catholic Education Service, that staff in Catholic Schools should "have regard to the Roman Catholic character of the school and not do anything in any way detrimental or prejudicial to the interests of the same".
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Health & Safety

- Comply with the school's Health & Safety Policies and undertake risk assessments as appropriate
- Undergo, if requested, basic First Aid training and update courses
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with the Principal and others responsible for Health and Safety on all issues to do with Health, Safety & Welfare

I agree to uphold the terms of this Job Description

Name: _____

Signature: _____

Date: _____

Updated: 05.09.2019