



Introduction

Peterhouse School is committed to the education and personal development of children and young people with autistic spectrum conditions and working in close partnership with families, commissioners and others.

All employees of Autism Initiatives, including Peterhouse School, work in the context of Autism Initiatives' Vision, Mission and Philosophy and use the 'Five Point Star' approach.

The model recognises the *positive abilities* of all, underpinning our core beliefs; recognising positive outcomes comes from working *with* our children and young people, identifying their strengths and contributions and involving our learners in their personalised approaches.

Job Description: Teaching Assistant

Location

Southport

Part of: Autism Initiatives: Educational Services

Salary: £16,484 – 17,591 per annum, pro rata depending on qualification

Contract type: Permanent, term-time only

Hours per week: Part-time (up to 20 hours per week) or Full time (35 hrs per week)

Reporting to: to be confirmed

Main purpose

- Work in the context of Autism Initiatives' Vision, Mission and Philosophy and use our 'Five Point Star' approach to support people in achieving their goals.
- Recognise the strengths and abilities of the people who access our services and support our shared belief in lifelong learning.
- Adhere to the Autism Initiatives' Code of Conduct, showing a high degree of professionalism, resilience, and a willingness to remain committed during particularly demanding times.
- To work under the professional guidance of senior staff to implement work programmes for individuals/groups which could include those requiring detailed and specialist knowledge in particular areas.
- Provide high quality, inclusive, learning experiences and care for all children and to liaise and interact effectively with the teaching staff, parents and carers in order to enable access to learning, and to support achievement and progress, and promote the welfare of all children.
- To assist in the whole planning cycle and the management/preparation of resources.

Undertake to:

- To work with the teacher to establish an appropriate, stimulating and secure learning environment.
- To work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate

- Under the general guidance of the teacher, work closely with all children on an individual basis and in group situations to support their learning.
- Contribute to assessment by making observations, recording the progress of individual children and sharing information concerning individual children and their needs with colleagues, in line with school policy.
- To read and understand individual Educational, Health and Care Plans, Positive Behaviour Support Plans and Pupil Risk Assessments.
- To assist the teacher in implementing and evaluating pupil Education and Health Care Plans.
- To assist in the recording of pupil progress and attainment.
- To establish productive working relationships with pupils, and promote the inclusion and acceptance of all pupils within the classroom; supporting pupils consistently whilst recognising and responding to their individual needs.
- To implement agreed learning activities, adjusting activities according to pupils' responses/needs
- Work in partnership with the teaching staff to ensure that appropriate differentiated learning activities are planned, delivered and monitored regularly, in order that children are working towards their expected outcomes.
- To assist and support pupils in carrying out personal care tasks in accordance with the Intimate Care Policy.
- To fully participate in all activities with the pupils including swimming and other community based activities
- To supervise pupils during break and lunchtimes. This will involve lunch times, playground/break time supervision and supporting activities during playtime.
- To support the use of ICT in learning activities and develop pupils' competence and independence in its use as appropriate, and to use specialist (curricular/learning) skills to support pupils
- Ensure hygiene requirements are met for pupils and the learning environment
- To liaise sensitively and effectively with parents/carers, as agreed with the teacher, within your role/responsibility and participate in feedback sessions/meetings with parents as directed
- To assist in the induction of new members of staff and to supervise pupils on visits, trips and out of school activities as required.
- To provide general clerical/administrative support e.g. produce worksheets for agreed activities.
- Prepare and maintain, as part of the team, a welcoming environment where all children and parents feel valued and supported.
- To work with groups of learners in a variety of curriculum frameworks as requested
- To ensure all reporting and recording systems e.g. incident reports, injury reports, cause for concern, marks on children etc. are completed in a timely and accurate manner
- To be aware of and comply with policies and procedures relating to child protection, health and wellbeing, H&S, confidentiality and data protection, reporting all concerns to an appropriate person
- To attend and participate in regular meetings and to participate in training and other learning activities offered by the school to further knowledge.
- To promote and model positive values, attitudes and good behaviour, dealing promptly with conflicts and incidents in line with established policy
- To carry out the above duties in accordance with the School's Policies and Guidelines
- Maintain confidentiality in all areas of work
- To support the meeting of objectives within the school development plan

- To contribute to school self-evaluation

Behavioural and Pastoral

- Understand and implement school child protection procedures and comply with legal responsibilities.
- Model and promote positive values, attitudes and behaviour expected from the learners
- Assist in maintaining positive pupil management throughout the school, escort and supervise pupils on planned visits and journeys.
- Communicate effectively and sensitively with children, young people, colleagues, parents and carers
- Provide support and assistance for children's pastoral needs, for example, dressing, caring for sick, injured or distressed children.
- Provide physical support and maintain personal equipment used by the children at the school.
- Supervise pupils in the playground and plan and organise play time activities.
- Assist teachers by receiving instructions directly from professional or specialist support staff involved in the children's education. These may include language support staff, speech therapists, educational psychologists, and physiotherapists.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary

Other

- At all times carry out duties with due regard to the school's Health and Safety policy.
- To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.

This job description sets out the duties of the post at the time it was published

The hours and the job description may be modified depending on the needs of Autism Initiatives / the school or the service provided.

The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected without changing the general character of the duties or the level of responsibility entailed. The priorities for each year will be reviewed against this job description annually through performance management meetings

Please note that we are committed to safeguarding and promoting the welfare of our students and expect all those who work with us to share this commitment. Successful applicants will need to undertake a DBS Enhanced Clearance check (Disclosure and Barring Service). We give high priority to promoting diversity throughout the school.

Duties will at all times be undertaken in compliance with Autism Initiatives' Educational Services Policies and Procedures.



Date: June 2023

Person Specification		
Higher Level Teaching Assistant		
Qualifications and experience	<p>Essential:</p> <ul style="list-style-type: none"> ○ Right to work in the UK ○ GCSEs or equivalent in maths and English ○ Teaching Assistant Level 3 qualification or working towards ○ Experience of working with pupils one to one. ○ Knowledge of and commitment to high standards of safeguarding 	<p>Desirable:</p> <ul style="list-style-type: none"> ○ Good knowledge of Autism specific practices and approaches ○ Qualifications or experience in the field of SEN / Autism ○ Experience of supporting 11+ learners ○ Experience of working with children and young people with sensory and communication needs ○ Experience in developing independence and life skills, both in the classroom and in the community (e.g., Transition Challenge, Towards Independence)
Skills and knowledge	<ul style="list-style-type: none"> ○ Commitment to participate in ongoing training and professional development ○ Excellent interpersonal and communication skills ○ Willingness to learn and self-reflect ○ Ability to think creatively and flexibly ○ Ability to work as part of a team ○ Ability to support teaching to meet pupils' needs ○ Ability to build effective working relationships with pupils ○ Knowledge of guidance and requirements around safeguarding children ○ Good ICT skills, particularly using ICT to support learning 	<ul style="list-style-type: none"> ○ Experience of working in partnership with parents and other professionals ○ Evidence of continued professional development ○ Experience in leading a national curriculum subject or whole school initiative. ○ Understanding of possible reasons for difficult behaviour and a range of strategies to deal with this
Personal qualities	<ul style="list-style-type: none"> ○ Self-motivated and resilient ○ Energy and enthusiasm 	<ul style="list-style-type: none"> ○ Willingness to be involved in the wider life of school

	<ul style="list-style-type: none"> ○ A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school ○ High expectations for children’s attainment and progress ○ Ability to work under pressure and prioritise effectively ○ A commitment to the social inclusion of pupils with SEND. ○ A commitment to high achievement and a pupil centred approach. ○ Commitment to maintaining confidentiality at all times ○ Commitment to safeguarding and equality 	<ul style="list-style-type: none"> ○ Bring personal interests and enthusiasms to the academy community ○ Ability to travel as required
<p>Date reviewed: June 2023</p>		