**Job Description**

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| **DEPARTMENT** | Autism Support |
| **SCHOOL** | Bexhill Academy |
| **JOB TITLE** | Teaching Assistant |
| **GRADE** | Single Status Grade 3 |
| **RESPONSIBLE TO** | Manager of ASPie Facility |
| **MAIN PURPOSE OF THE JOB** | To assist in promoting the learning and personal/social development of pupils with special educational need (in particular but not exclusively - High Functioning Autism) |

**Main Functions**

1. To aid pupils to learn as effectively as possible both in group situations and on

his/her own by, for example:

* Clarifying and explaining instructions / expectations
* Ensuring the pupil(s) is able to use equipment and materials provided
* Motivating and encouraging the pupil(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils’ needs
* Assisting in weaker areas, e.g. speech and language, behaviour, reading, spelling, numeracy, handwriting/presentation etc.
* Using praise and facility reward systems to encourage the pupil to concentrate and stay on task.
* Liaising with class teacher, SENCO and Manager of ASPie Facility about individual learning plans (ILPs), contributing to the planning as appropriate.
* Liaising with subject staff to collect / deliver and return teaching materials
* Providing additional nurture to individuals when requested by the facility teacher or Manager of ASP Facility.
* Consistently and effectively implementing agreed behaviour management strategies.
* Helping to make appropriate resources to support the pupil(s).
* Meeting pupils’ physical needs while encouraging independence e.g. help with mobility around the school, physical activities around the school / within the facility

1. To establish supportive / appropriate relationships with the pupil(s) concerned.
2. To promote the acceptance and inclusion of the pupil(s) with SEND, encouraging pupils to interact with each other in an appropriate and acceptable manner.
3. Monitor the pupil’s response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
4. Give the pupil(s) feedback on achievements in order to reinforce and develop self-reliance and self-esteem, including marking children’s work.
5. To support the pupil(s) in developing social skills both in and out of the

Facility.

7 To support the use of ICT in learning activities.

8 To provide regular feedback on the pupil(s)’ learning and behaviour to the teacher/ Head of ASP Facility, including recording within ‘Student Comment Sheets’

9 Under the direction of the facility teacher/manager, support students in solo/ small group study activities.

10 When working with a group of pupils, understand and use group dynamics to promote group effectiveness and support group and individual performance.

11 To use the school’s system for recording progress.

12 Keep yourself up to date regarding individual student needs – i.e. reading their

files both physical and electronic.

13 To prepare work and activities in advance of the lesson (within employed

hours) e.g. operating AVA equipment as required i.e. photocopier,

laminator, making books, labels, signs and undertaking practical tasks to

maintain a good standard of facility appearance.

14 To know and apply school policies on Child Protection, Health and

Safety, Behaviour, Teaching and Learning, Equal Opportunities etc.

15 Where appropriate and directed to do so, develop a relationship to foster links

between home and school, and to keep the school informed of relevant

information.

16 To be aware of confidential issues linked to home/pupil/teacher/school.

17 To contribute towards reviews of pupil(s)’ progress as appropriate.

18 To comply with legal and organisational requirements for maintaining the

health, safety and security of yourself and others in the learning

environment.

19 To take part in training activities offered by the school/facility and the county to

further knowledge (within employed hours).

20 To be willing to support break time supervision e.g. educational games etc.

(within employed hours).

21 To accompany teacher and pupils on educational visits.

22 To help keep facility rooms tidy and encourage students to do so.

23 Maintain display boards within facility under direct/request from Manager of ASP Facility.

24 To carry out the above duties in accordance with the Children’s Services

Equal Opportunities Policy.

**Standards and Quality Assurance**

1. Support the aims and ethos of the school.
2. Set a good example in terms of dress, punctuality and attendance.
3. Attend and contribute to team and TA meetings.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the facility/school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.