

**SOUTHFIELDS ACADEMY
JOB DESCRIPTION**

Job Title: TAS Co-ordinator

The position of TAS Co-ordinator will involve undertaking the following:

- Responsible for Specialist Teaching Assistants.
- Contributing to Annual Reviews.
- Overseeing and leading Communication and Social Skills groups.
- Point of communication for parents and staff regarding students based in the Centre.
- Development of curriculum dealing with social skills and communication.
- Delivering INSET to NQTs, student teachers and other staff on ASD, AS and other communication problems.
- Observation of students in classes to ensure they are accessing the curriculum in a manner appropriate and beneficial to the whole class.
- Attendance on courses deemed to benefit the students and the Academy.

General:

1. To be fully aware of and understand the duties and responsibilities arising from the Children's Act and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
2. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.
3. To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

Any other duties assigned by Line Manager/Principal/Headteacher commensurate with the grade of the post.

Signed:

Postholder Name Date.....

Line Manager Name Date.....