

## **JOB DESCRIPTION**

### **Teaching Assistant – Autism specialism**

Job Title: Teaching Assistant – Autism Specialism (Enhanced Resource Provision)

Status: Permanent, Term Time only, 27.5 hours per week

Salary: L3 (HLTA)

Line Manager: ERP Lead Teacher

#### **Purpose of the post:**

To provide a higher level of support for teaching and learning under the direction of the ERP Lead Teacher, having due regard to the school's aims, objectives, schemes of work and policies and relevant national requirements.

The post will have a particular focus on supporting pupils with Autism within the Enhanced Resource Provision and supporting the transition back to the mainstream classroom.

## **DUTIES AND RESPONSIBILITIES**

#### **Direct Responsibilities:**

- Support for Pupils**

- Use specialist (curricular/learning) skills/training/experience to support pupils.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities, both in the ERP and mainstream school
- Promote independence and employ strategies, in line with the school's policy and procedures, which contribute to a purposeful learning environment

- Support for the Teacher**

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in lesson planning evaluating and adjusting lessons/work plans as appropriate

- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, to the Lead teacher and SENCo on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the Lead Teacher, contributing to reviews of systems/records as requested
- Undertake marking of pupils' work and accurately record achievement/progress
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Administer and assess routine tests
- Produce and maintain classroom resources, displays and classroom layout in consultation with teacher
- To lead The Aviary in the planned absence of the Lead Teacher

### **Support for the Curriculum**

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Implement local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources

### **General**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required

- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime, if required and in agreement with line manager
- Cover known and unknown absences across the school where needed
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Promote equal opportunities at all times
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with Headteacher and SENCO, to support achievement and progress of pupils
- Communicate sensitively and effectively with parents and carers, recognising their roles in pupils' learning
- Work collaboratively with colleagues, and carry out your role effectively, knowing when to seek help and advice
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- To promote community cohesion
- Improve own practice, including through observation, evaluation and discussion with colleagues
- Attend team meetings on a regular cycle as agreed within the school calendar
- Be willing to undertake first aid training and once qualified, administer on a rota basis, first aid to staff and pupils

Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

The post holder will be expected to work flexibly and carry out all duties in compliance with the school policies.

I acknowledge that I have seen, understood and received a copy of the job description.

Signed ..... Date .....