



## The Swan Centre @ Strand on the Green Schools Job Description

**Job title:** ASC Centre LSA (The Swan Centre)

**Salary and grade:** Scale 5 (Point 11 £24,238 – Point 15 £25,686 actual)

**School:** Strand on the Green Schools

**Line manager:** The Head of ASC Centre

**Key Relationships / Liaison with:** Teachers, other classroom support staff

### **Main Purpose:**

- To support the class teacher with their responsibility for the development, learning, education and welfare of pupils with Autism, enabling them to take part in all aspects of the curriculum.
- To apply specialist skills and knowledge in the supervision and care of pupils who have ASC.
- To facilitate the successful integration of pupils from the Swan Centre into the main schools
- To undertake other tasks or responsibilities as required by the Head teachers.

### **Main Activities**

- To develop an understanding of the specific needs of children with ASC
- To work as a member of the Swan Centre Team and build positive relationships with pupils, staff and families
- To help maintain an atmosphere where children can develop self-confidence and maximise their potential, providing care and encouragement for Swan Centre pupils to enable them to participate fully in the life of the schools
- To supervise break time play
- To support the teacher and Head of Centre in delivery of planned class, small group and individual learning activities
- To work under the direct supervision of the class teacher or Head of Centre to carry out planned learning activities and feedback on children's progress and achievement
- To help Swan Centre pupils learn as effectively as possible in class, small groups and individually using a range of techniques relevant to children with autism
- To attend relevant training
- To support children during integration into the mainstream classrooms and in whole school activities where appropriate
- To contribute to pupil observations, monitoring and evaluating work, recording progress for individual educational programmes as directed
- To contribute to school reports and parents evenings as required to enhance pupil development
- To help children reach the outcomes set out on their individual plans
- To prepare and support the use of learning materials and create visual displays, in accordance with the requirements of the teacher to create a suitable learning environment
- Undertake administrative tasks on behalf of the class teacher and/ or Head of Centre
- To take a lead role in the care and welfare needs of pupils supporting them with toileting and personal care as necessary, whilst encouraging independence at all times.



- Be watchful for child protection/safeguarding issues and inform the DSL immediately of any concerns
- To be aware of Swan Centre policies and practices, including Safeguarding policies, Health and Safety procedures and carry out appropriate risk assessments under the guidance of Centre staff
- Keep informed of school events and procedures outlined in the Staff Handbook
- Adhere to the schools code of conduct
- Be prepared to answer any emergency calls during lunchtimes
- Undertake playground duties and wet break supervision in accordance with the schools guidance
- Attend meetings punctually as appropriate
- Play a full part in the life of the schools and promote our ethos

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification and amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head teachers.

RW/July 24