



## JOB DESCRIPTION

### ARP Teaching Assistant to support pupils with ASD

#### Job details

**Salary: ME4 point.4 FTE £29,025 + SEN Allowance £1219**

**Hours: 8.15-3.15 (32.5 hrs a week)**

**Contract type: Full-time, initially fixed term for one year, with view to becoming permanent**

**Reporting to: ARP Lead**

**Responsible for: Supporting teaching and learning for children with additional needs.**

#### Purpose

To provide learning and care support for pupils with special educational needs (SEN) to help them to work towards the outcomes on their education and health care plans (EHCP)

To work with the pupil's teacher(s) and ARP lead to plan and deliver activities

To support the pupil with routines, transitions and behaviour management

#### Duties and responsibilities

##### Supporting the pupil

- Build a positive relationship with pupils, promoting high self-esteem, independence and social inclusion
- Promote high standards of behaviour, responding to incidents in line with the school's behaviour policy and guidelines on physical intervention
- Assist with the development and delivery of individual EHCPs
- Support pupils with their social, emotional and mental health needs, escalating concerns where appropriate
- Attend to pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters. This will include supervising at playtimes, preparation for lunch, and attending to any upset pupils or pupils who are sick.
- Support pupils to develop a greater understanding of their social, emotional and sensory needs to enable them to reach their potential.
- Supervise and support pupils ensuring their safety and access to learning.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Under direction of teachers, to support the implementation of SEN Support Plans/Education Health Care Plans/Behaviour Plans and Personal Care programmes.
- Where appropriate, to support pupils to engage in inclusion sessions alongside their mainstream peers, either within the ARP or the mainstream class.

##### Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher(s) and increase the pupil's achievement
- Contribute to the planning of differentiated learning activities for the individual, delivering activities inside or outside the classroom
- Support the teaching of a broad and balanced curriculum aimed at helping the pupil achieve their full potential in all areas of learning

- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Use ICT skills to advance the pupil's learning
- Provide regular feedback to teachers on the pupil's progress, attainment and barriers to learning through pupil observation
- Monitor, record and report on progress and attainment
- Read and understand lesson plans shared prior to lessons
- Support pupils in respect of local and national learning strategies as well as autism specific interventions as directed by the teacher.
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

### **Support for the Teacher**

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils' work.
- Be aware of pupil progress/achievement/difficulties and report to the teacher as agreed.
- Undertake basic pupil record keeping as requested.
- Assist the teacher with learning activities ensuring health and safety and good behaviour of pupils.
- Gather information from parents/carers as directed.
- Under the direction of a teacher, to support pupils for interventions during the school day.
- Under the direction of a teacher to support the school in the administration of routine tests.
- Provide occasional clerical/admin support, e.g. photocopying, filing.

### **Support for the School**

- Be aware 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 relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lessons, including before or after school and at lunchtimes.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- Carry out other appropriate duties as directed by class teacher or Headteacher.

### **Working with staff, parents/carers and relevant professionals**

- Share knowledge and understanding of the pupil with other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Communicate effectively with other staff members, pupils, and parents and carers
- Keep other professionals accurately informed about performance, progress and any areas of concern

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

### **Professional development**

- Keep own knowledge and understanding relevant and up-to-date by reflecting on own practice, liaising with school leaders and identifying relevant professional development opportunities to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

### **Other areas of responsibility**

#### **Safeguarding**

- Work in line with statutory guidance, e.g. Keeping Children Safe in Education, Working Together to Safeguard Children, Prevent etc
- Promote the safeguarding of all pupils within the school
- Comply with the school's safeguarding policies and reporting procedures

#### **Supervision Arrangements**

Teaching Assistants in the ARP are directly line managed by the class ARP Lead and then the Senior Leadership Team.

Please note: this is illustrative of the general nature and level of responsibility of this role. It is not a comprehensive list of all the tasks that the postholder may be asked to carry out. The postholder may be required to do other duties appropriate to the level of this role, as directed by the Executive Headteacher/Head of School or Line Manager.