**A Co-operative Trust School**



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**CHILDREN’S SERVICES**

**JOB DESCRIPTION**

The appointment is subject to the current conditions of service for the role contained in the relevant Pay and Conditions document and other current education and employment legislation.

**School Moto & Ethos**

Ready to Listen, Ready to Learn Together

All our young people to become Happy, Independent Learners who are Prepared for Adulthood

**POST TITLE:**  ASD Hub Teaching Assistant - Level 2 (Epinay Business & Enterprise School)

**GRADE:** Band 5 (Subject to Job Evaluation)

**RESPONSIBLE TO:** Head Teacher

**Overall Objectives of the Post:**

Working under guidance: provide support in addressing the needs of pupils who need particular help to overcome barriers to learning.

**Key Tasks of the Post:**

1. ***You will provide support to pupils. You will:***

* Provide pastoral and educational support to pupils with Autistic Spectrum Disorder and complex speech, language and communication needs that often require the use of alternative communication methods.
* Receive and supervise pupils excluded from, or otherwise not working to, a normal timetable.
* Attend to the pupils’ personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters - this may include the use of specialist equipment.
* Participate in comprehensive assessment of pupils to determine those in need of particular help.
* Assist the teacher with the development and implementation of Individual Education / EHCP targets / Behaviour / Support / Mentoring plans.
* Support provision for pupils with special needs.
* Establish productive working relationships with pupils, acting as a role model.
* Develop 1:1 mentoring arrangements with pupils and provide support for distressed pupils by providing specialist support.
* Promote the speedy/effective transfer of pupils across phases/integration of those who have been absent.
* Provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance.
* Challenge and motivate pupils, promote and reinforce self-esteem.
* Provide feedback to pupils in relation to progress, achievement, behaviour, attendance etc.
* Driving and / or escorting when required to meet operational requirements.

1. ***You will provide support for the Teacher. You will:***

* Liaise with feeder schools and other relevant bodies to gather pupil information.
* Support pupils’ access to learning using appropriate strategies, resources etc.
* Work with other staff in planning, evaluating and adjusting learning activities as appropriate.
* Monitor and evaluate pupils’ responses and progress against action plans through observation and planned recording.
* Provide objective and accurate feedback and reports as required, to other staff on pupils achievement, progress and other matters, ensuring the availability of appropriate evidence.
* Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems/records as requested.
* Assist in the development and implementation of appropriate behaviour management strategies.
* Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
* Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child’s attendance, access and learning and supporting home to school and community links.
* Assist in the development, implementation and monitoring of systems relating to attendance and integration.
* Clerical/admin support e.g. dealing with correspondence, compilation/ analysis/reporting on attendance, exclusions etc., making phone calls etc.
* Assist, prepare and develop displays within the learning environment.

1. ***You will provide support for the curriculum. You will:***

* Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
* Be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning.
* Determine the need for, prepare and use specialist equipment, plans and resources to support pupils.

1. ***You will provide support for the school. You will:***

* Be aware of and comply with policies and procedures relating to child protection, safeguarding, 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.
* Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
* Attend and participate in regular meetings.
* Participate in training and other learning activities as required.
* Recognise own strengths and areas of expertise and use these to advise and support others.
* Assist in the supervision, training and development of staff.
* Implement planned supervision of pupils out of school hours.
* Supervise pupils on visits, trips and out of school activities as required.
* Ensure safeguarding procedures are fully implemented.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others’ health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: SS/CL

Date: 25.04.22