

Job Description



As well as the responsibilities set out below there may on occasion be reasonable requests for other duties not listed. These will always be within the scope of your role and capability.

Job Title	Specialist TA	Location	Access Centre, Lyde Green Primary School	Hours	33.75
Reports to	Access Centre Lead	Line Manages	N/A	Grade	CSET 8
Qualifications: Experience in education of children with autism and a relevant qualification such as NNEB, NVQ3 in Childcare and Education or a BTEC National Diploma in Childhood studies or significant practical experience of working with children in an educational context. HLTA status or being willing to undertake this qualification in the future.					
Role Profile					
<p>To ensure that Access Centre pupils are empowered in having a positive school experience, regardless of their needs.</p> <p>To compliment the work of the teaching staff in meeting the educational, developmental and welfare needs of pupils in the Access Centre.</p> <p>To support the children in accessing a range of activities to enable them to make good progress towards EHCP & educational targets.</p> <p>To assist teachers in the management and maintenance of school resources and to contribute to the supervision and welfare of pupils within the Access Centre.</p> <p>To care for, guide and support children in remaining safe, happy and healthy.</p>					
Person Specification					
It will be essential that you have the necessary experience to support pupils with their high level needs as outlined in their EHCP. You will have up to date knowledge and continuing professional development in any specialist area of responsibility and be committed to continuing your personal development. You will be able to work independently, take initiative and be flexible and you will be able to plan and deliver lessons to small groups of students. You'll be personable, approachable and be able to build effective relationships with pupils and your peers and colleagues across the Trust. You will be a positive role model for the students.					
Responsibilities					
<ul style="list-style-type: none"> • To provide support to individual pupils or groups of pupils in accessing and undertaking a full range of educational activities • To contribute to the planning and evaluation of teaching activities and to observe and report on pupils' progress, including maintenance of relevant administrative records. • To understand and respond positively to the physical, emotional and/or behavioural needs of pupils and to encourage participation and independence. • To attend to pupils' personal welfare and hygiene needs • To support pupil mobility in and around the school • To undertake routine checks and maintenance of appropriate resources and equipment for pupil use. • To promote the inclusion and acceptance of all students within the classroom. This will include providing specific support to students and contributing to the implementation and review of Individual Plans. 					

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- To use ICT effectively to support learning activities and to develop students' competence and independence in its use.
- To participate, where required in the organisation or provision of supervisory arrangements for students during break times and on out-of-school activities.
- To comply with, promote and contribute to the review of whole school policies and procedures including those relating to child protection, behaviour management and health and safety.
- To make a contribution to the planning and preparation of learning activities for students identified as needing alternative school provision.
- Any other activities as directed by your line manager