



***Our Motto is “The Pursuit of Excellence”***

## Teaching Assistant – Autism Specialist

### Job Description

**Wootton Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

<b>Job Purpose:</b>	To be a member of the SEND Department, responsible for developing and implementing effective interventions to promote inclusion and academic success for our learners.
<b>Job Title:</b>	Teaching Assistant – Autism Specialist
<b>Location:</b>	Wootton Upper School and/or Kimberley College
<b>Reporting Line:</b>	SENDCo (Special Educational Needs Disability Co-ordinator)
<b>Hours:</b>	34.5 hours per week – term time only (including 5 training days) Working: 08:30 - 16:45 on Monday, 08:30 - 15:45 Tuesday, Wednesday and Thursday, and 08:30 – 15:30 on Friday [with 30-minute unpaid lunch break].
<b>Line management responsibility for:</b>	N/A
<b>Principal Accountabilities/ Responsibilities</b>	<p>To attend to the educational, personal and social needs of any learner, promoting and supporting the inclusion of all learners in the learning activities in which they are involved.</p> <p>To provide academic and mentoring support for vulnerable learners, particularly individuals with autism.</p> <p>To act as a key worker for learners identified by the SENDCo and promote inclusion.</p> <p>To support the maintenance of key learner’s support plans / pupil profiles and education, health and care plans (EHCPs).</p> <p>To support learners who are accessing the SEND provision with meeting the outcomes of their EHCPs by ensuring the correct provision is in place.</p> <p>To support reintegration planning for learners accessing the SEND provision.</p> <p>To work in conjunction with teachers, pastoral staff and parents/carers to monitor attendance, attainment and achievements of learners in the SEND provision.</p>

	<p>To ensure an excellent learning environment in the SEND provision is maintained</p> <p>To support with the day to day pastoral care of SEND learners</p> <p>To plan, deliver and review personalised and targeted wave 2 and 3 interventions under the guidance of the SENDCo.</p> <p>To develop, modify and personalise resources with support from the SENDCo and external agencies.</p> <p>To communicate and liaise with external agencies, as required, under guidance of the SENDCo.</p> <p>To provide in-class support for specific learners with SEND to enable them to access the curriculum.</p> <p>To provide positive reinforcements, praise and rewards to learners when required.</p> <p>To supervise learners on visits, trips and out-of-Academy learning activities where appropriate.</p> <p>To work as part of a team to ensure that the well-being and personal development of our students enhances their learning opportunities and life skills.</p> <p>To provide regular feedback to the SENDCo about learners' difficulties and progress.</p> <p>To carry out any other reasonable duties relevant to the job role</p> <p>To plan and teach lessons to a small group of students in the SEND provision.</p> <p>To be directed by SENDCo to undertake additional such duties as may be reasonably expected within the scope and grading for the post.</p> <p>Contribute to the preparation of specialist resources and initiatives to meet specific needs of learners.</p> <p>To support learners with examinations as directed by the SENDCo</p> <p>Effectively communicate and collaborate with other internal and external agencies/professionals and teaching staff to support achievement and progress of learners.</p> <p>This job description allocates duties and responsibilities but does not direct the amount of time to be spent carrying each of them out.</p>
<p><b>Other General Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. To ensure a duty of care at all times to safeguard and promote the welfare of all pupils.</li> <li>2. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</li> <li>3. Employees will be expected to comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description.</li> </ol>	

4. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility.**

**The job description will be reviewed through the appraisal process.**



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<b>Teaching Assistant – Autism Specialist Person Specification</b>		
	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Qualifications</b>	<p>5 x A* to C grades including English and Maths or equivalent.</p> <p>Evidence of appropriate professional development commensurate with the role</p> <p>Higher Level Teaching Assistant standards qualification or equivalent experience</p>	<p>Additional professional qualifications</p> <p>Educated to degree level</p> <p>First Aid Certificate</p>
<b>Experience</b>	<p>Experience of working with young people with English as an additional language</p> <p>Experience of working with young people with special educational needs</p> <p>Experience of teaching small groups of students</p> <p>Working knowledge and experience of implementing learning programmes, strategies and interventions</p> <p>Knowledge and understanding of different types of SEND and the SEND Code of Practice</p> <p>Understanding of statutory frameworks relating to teaching</p> <p>Understanding of the importance of safeguarding and child protection and its importance to this role</p>	<p>Experience of working with young people with autism</p> <p>Evidence of specialism in specific curriculum areas or areas of particular learning difficulty</p>
<b>Knowledge &amp; Skills</b>	<p>Ability to interact positively and productively with students and staff</p> <p>Prioritise and plan to ensure completion of tasks</p> <p>To be able to demonstrate proficient ICT skills</p> <p>To be able to use initiative and have problem solving skills</p> <p>To be able to monitor and evaluate procedures effectively</p> <p>Ability to communicate effectively with students, parents and other colleagues</p>	<p>Knowledge of planning and development of educational activities.</p>

	<p>Ability to work under pressure</p> <p>Ability to organise and develop effective systems</p> <p>Work to high levels of accuracy</p>	
<p><b>Personal competencies and qualities</b></p>	<p>Evidence of ability to work as part of a team and an understanding of personal accountability</p> <p>An ability to instil confidence in others</p> <p>An ability to adapt information for communication to a range of audiences</p> <p>Excellent organisational skills and an ability to cope well with professional pressure</p> <p>Flexibility and adaptability to changing demands</p> <p>A commitment to restorative practice Wootton Academy Trust expects all employees to uphold the duty to safeguard and promote the welfare of learners</p>	