



Job Description

Job Title	Teaching Assistant (ASD Provision) Grade C
Department or area	Knollmead Primary School
Responsible to:	Head teacher, SENCO, Provision Leader, Teacher in Charge
Purpose of the post	<ul style="list-style-type: none">• To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes to enable access to learning for pupils.• To assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area, or in the local community.
Main responsibilities	<p>Support for Pupils</p> <ul style="list-style-type: none">• Supervise and provide particular support for pupils with social communication difficulties including autism and other specific learning difficulties, ensuring their safety and access to learning activities.• Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.• Assist with the implementation of pupil support plans and contribute towards team discussions regarding updates to these.• Establish constructive relationships with pupils and act as a role model and set high expectations.• Promote the inclusion and acceptance of all pupils.• Encourage pupils to interact with others and engage in activities led by the teacher or other teaching assistants.• Set challenging and demanding expectations and promote self-esteem and independence.• Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.• Use specialist skills/training/experience to support pupils with social communication difficulties including autism and other specific learning difficulties

Support for the Teacher

- In conjunction with the class teacher and / or other professionals, to develop a system of recording children's progress.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with displays.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities and attend class, provision and staff meetings.
- Monitor pupils' responses to learning activities and accurately record achievement/ progress as directed.
- Promote positive pupil behaviour, dealing promptly with conflict and incidents in line with established policy, including, where appropriate, positive handling, and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers and participate in feedback sessions/meetings with parents.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
- To contribute to the maintenance of a child's SEN support plans and Speech and Language programmes.
- To participate in the evaluation of a support programme.
- To provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc. and undertake routine marking of pupils' work.
- To undertake administrative support for class teachers as requested.

Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses to include whole group activities.
- Help the pupils to access learning activities through specialist support and by running intervention groups.
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS1, KS2, EYFS, recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its' use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

	<p>Support for the School</p> <ul style="list-style-type: none"> • Be aware of 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 and participate in training, other learning activities and performance management as required. • Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime. • Accompany teaching staff and/or pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher. • Check e-mail and daily diary to keep up to date with parent communications.
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Key Internal Relationships	<ul style="list-style-type: none"> • Head teacher, Specialist Resourced Provision Lead, Senior Leadership Team, teaching staff, support staff and pupils
External Relationships	<ul style="list-style-type: none"> • Parents, community partners, academy trust, borough staff, other schools in and out of borough, other relevant organisations, visitors to the school
Health and Safety	<ul style="list-style-type: none"> • Ensure health and safety and child protection regulations are observed at all times

Undertaking other duties as may reasonably be expected

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment after consultation with the post holder

Created by _____ Agreed by _____ Date _____