Job Description – Teaching Assistant, Special Support Centre

Core purpose:	To work directly with young people with an Education, Health and Care Plan (EHCP), whose primary area of need is communication and interaction, within the Specialist Support Centre and across the wider, mainstream school. To promote their inclusion and to provide support for teaching and personalised learning.
Reporting to:	The teacher in charge of the SSC
Hours:	27.5 hours per week, term time only (20 mins morning break & 40 mins lunchbreak - unpaid) 8:30am – 3pm (Mon - Fri)
Grade:	NJC Grade 7 (SCP 14 - 19)
Grievance officer:	Headteacher

Duties:

Supporting SEN students' personalised learning

- Support students' learning across the curriculum, tailoring support to match learner's needs
- To support students to become independent, co-operative and collaborative learners
- Support students' access to learning through the effective use of ICT and assistive technology
- Contribute to assessing students' progress and support them in reviewing their own learning
- Identify and remove barriers to students' learning

Meeting students' additional needs

- Support the learning and emotional well-being of SEN students. This may be within the classroom or in the SSC
- Consider individual sensory profiles and adapt the learning environment as necessary
- Support autistic young people to understand their differences and to advocate for themselves
- Support neurotypical people's understanding of autism and social communication differences and to challenge any non-affirming thinking
- Support young people through co-regulation, and to develop strategies to regulate independently
- Promote the school ethos and values and promote and model these to the young people you are working with

Providing pastoral support

- Promote SEN students' well-being, resilience and problem solving
- Safeguard the welfare of autistic students
- Support the transition and transfer of autistic students

Supporting the wider work of the school

- Comply with school policies and procedures related to Child Protection and Safeguarding, Health & Safety, Inclusion and SEN, Disability Equality Duty, Information Sharing and Data Protection
- Contribute to the school's improvement planning and self-evaluation processes
- Support teachers in the administration of examinations, tests and tracking points
- Contribute to maintaining student records and keep a record of the support given

- Escort and supervise SEN students on educational visits and out of school activities
- Contribute to and support the Annual Review process of students with an education, health and care plan (EHCP)

Working with colleagues

- Support and maintain collaborative, productive working relationships with school staff and professionals from outside agencies
- Contribute to and support the work of the learning support team in school
- Liaise with students, teachers and practitioners from external agencies to support students' learning and well-being
- Take responsibility in developing your own continuing professional development
- Undertake any other duties commensurate with the post as allocated by the Teacher in Charge or the SENCO

Short listing is based on the extent to which candidates meet the criteria laid out below.
It is therefore helpful to address each element systematically within your application, demonstrating clearly your current status in regard to the relevant qualifications, experience, knowledge, skills and qualities.

Person Specification – Teaching Assistant

Attributes	Essential	Desirable
Qualifications	GCSE grade A-C/ 9-4 (or equivalent) in English and Maths	Level 3 Diploma in Supporting Teaching & Learning or an equivalent qualification Completion of the Autism and Social Communication Teams training for TA's A clean current driving licence, with ability to drive a minibus
Experience	Experience of working with children and young people, especially autistic young people	Experience of supporting young people within a mainstream school Experience of supporting young people with an EHCP Promoting positive relationships with staff, students, parents, the local community and outside agencies Working creatively and flexibly with students with SEN to promote autonomy, independence, personal development and employability

		Contributed to the assessment, planning and monitoring of individual learning programmes for students
Knowledge: may require background reading prior to application.	Special Educational Needs (SEN), especially autism How autistic people may respond when distressed or dysregulated and knowledge of supportive strategies that promote regulation	The potential impact of sensory processing differences on accessing a mainstream school environment How social communication differences may present and how to support autistic people to communicate with and be understood by neurotypical people Issues of child protection & safeguarding Issues of anti-discrimination, disability rights and equal opportunities practices Key aspects of Health and Safety at work
Attitude & Approach	Professional appearance, conduct and demeanour	
Skills	Organise workload and manage own time effectively Produce accurate and legible written material to meet deadlines Use teaching resources as required	ICT skills First aid qualification
General	Able to take initiative and to develop a flexible approach Possess common sense, have a practical and mature attitude	
Disposition	Excellent communication skills and the ability to handle confidential issues sensitively and to form and promote positive relationships	Able to recognise changes in students' behaviour and report to the teacher/SENCO

	Capacity to work as member of a team as well as to work independently Professional, calm manner Enthusiastic, reliable and hard working Ability to motivate/negotiate	
Circumstances	Proven record of attendance and punctuality Work the hours required to fulfil the role effectively Follow instructions and work within policy guidelines in all areas of work	Current Enhanced DBS Disclosure for Education Experience of working in a (secondary) school environment