

Job description

Job Title:	Teaching Assistant (Tutor)
Salary Scale:	Lighthouse Scale 2-5
Gross Salary:	£19,099 - £19,650 (FTE) £16,406.78 - £16,880.07 (Actual pro rata salary for 39 weeks) - pay award pending
Hours of Work:	37 hours per week; 8.30am to 4.30pm Monday to Thursday, 8.30 am to 4pm Friday Term time plus 1 additional week - a total of 39 weeks per annum There is a requirement to work up to 10 additional days per year to staff holiday clubs and these should be claimed as additional hours as and when worked.
Accountable To:	Principal
Reports To:	Key Stage Co-ordinator/Form Tutor/Wellbeing Tutor

Job purpose

- Assists with the planning and preparation of activities under the direction of teaching staff
- Contributes to the development and implementation of specific individualised autism interventions
- Assists with the supervision of pupils during their lessons, activities and at play and mealtimes, modelling good practice at all times.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school
- Being a keyworker for specific student/s within your key stage classes

Main duties

Principal Responsibilities

- Working with teaching staff and Wellbeing Tutors, participating in, and assisting with, the development of individual autism interventions
- Assist the Wellbeing Tutors and Teachers with the planning and delivery of activities ensuring that all pupils are able to access a stimulating, pleasant and safe environment.
- Working with individual pupils, pairs or small groups as directed by teaching staff
- Assisting with the presentation and display of pupils' work.
- Assisting with the maintenance of records and data recording for pupils in all areas of the curriculum

- Assisting with personal care for pupils as required e.g. toileting, feeding and medication etc.
- Co-operate with colleagues at all times to ensure the aims of the school are met
- Raise any concerns about the pupils with the teacher
- Work to ensure good relationships are in place with colleagues, partner organisations, pupils and parents/carers

Key worker role working alongside the Key Stage Co-ordinator, Form Tutor, Communication Team and Wellbeing Tutor to;

- Know the student well, building rapport and knowing areas of interest.
- Know your key students outcomes and update at least 4 times in the year.
- Keep pupil passport updated.
- Contact parents under the direction of the KS Co-ordinator.
- Liaise with careers staff.
- Liaise with other staff/ professionals.
- Attend relevant meetings around the student.
- Collect student voice (aspirations, working well/ not working well)
- Create resources for additional needs/ interventions and track progress of interventions alongside key staff eg; Wellbeing Tutor, Speech and Language Therapist or Teaching staff.
- Understand the students' Academic/speech and language therapy/Emotional Literacy levels and highlight any area of need (lack of progress)
- Record "Wow" moments for student
- Be an advocate for the student

Behaviour and Safety

- Establishing, encouraging and maintaining good relationships with all stakeholders, consistently demonstrating the values of the Lighthouse School.
- Contributing to a safe, purposeful and stimulating environment for students, including supervising students as required during play and mealtimes, on arrival and departure at the start and end of the day, and encouraging appropriate behaviour consistent with the school's Behaviour Policy.
- Ensuring that all activities are undertaken within the framework of the school's risk assessments.

Team working and collaboration

- Working collaboratively as part of a team and providing help and support to other team members.
- Participating in any relevant meetings/professional development opportunities at the school as appropriate.
- Supporting the effective running of the school by ensuring the policies and procedures are understood and followed.

Professional development

- Regularly reflecting on the effectiveness of your role as part of the appraisal process, refining your approaches where necessary and responding to advice and feedback from colleagues.
- Improving your practice through participating fully in training and development opportunities identified by the school.

- Participating in scheduled supervision and line management meetings.

Safeguarding Children and Vulnerable Adults

- Lighthouse School has a statutory and moral duty to ensure that the school functions with a view to safeguarding and promoting the welfare of children and young people studying at the school. The post-holder will be required to commit to the school's Safeguarding Policy and promote a safe environment for children and young people learning within the school.
- All posts are subject to an enhanced Disclosure and Barring Service (DBS) check. Having a criminal record will not necessarily bar an individual from undertaking the role, however, this will depend on the nature of the position and the circumstances and background of any offences.
- Promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.

Equality and Diversity

- Promoting equality and diversity and abiding by the Equality and Diversity Policy of the school.

Health and Safety

- It is the responsibility of all employees to co-operate with the school's Health and Safety Policy to provide a healthy and safe place to work.

The above responsibilities are not an exhaustive list and the post-holder will be required to undertake any other appropriate responsibilities and duties that may arise from time to time.

Any changes to this document will be made in consultation with the post-holder.

Signature of Post-holder: _____ Date: _____

Signature of Principal: _____ Date: _____

Person specification

	Essential	Desirable
Qualifications	GCSE maths and English A to C or equivalent.	Child Development or Psychology qualification Team Teach qualification
Experience	Experience of supporting young people	Experience of working with ASC pupils Experience of working with SEN pupils Experience of working with challenging behaviour
Knowledge	A commitment to Safeguarding, health and safety, data protection and equal opportunities Ability to use Microsoft Office Software, email and internet	Ability to demonstrate a good understanding of autism
Skills	Ability to communicate effectively with pupils, parents/carers and other stakeholders Ability to stay calm in crisis situations Physical ability to be able to Ability to Team Teach due to the nature of our setting (training will be given)	Ability to communicate using a variety of different methods

Attitude	Willingness to undertake personal care as required Shows a high level of resilience for working with pupils with ASC and challenging behaviour Ability to undertake the duties of the post with reasonable adjustments as required under the Equality Act 2010	Ability to work flexibly to meet the needs of the service
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Closing date for applications:	09:00 on 22 August 2022
Contact:	0113 4570605