

JOB DESCRIPTION

TEACHING ASSISTANT

(ASC Specialist)

Grade:	OA4
Hours of work:	27 hours per week
Contract:	Term time plus 2 days
Base Location:	Newport Pagnell campus
Responsible to:	SENDCo / Senior Assistant SENDCo / Assistant SENDCo

CORE PURPOSE

Teaching Assistants (TAs) work with all age groups (mainly 11 – 16) in all subjects areas of the school. The Teaching Assistant, ASC Specialist will work to support students who have an Autistic Spectrum Condition, although not necessarily exclusively. A high level of confidentiality is involved.

The Special Education Needs Department manages the needs of students who have learning, behaviour, sensory or mobility difficulties. Most of the work is in classroom support at the direction of teaching staff, but the main line manager for this post is the SENDCo.

MAIN DUTIES AND RESPONSIBILITIES

Classroom Support

- Work with individuals to access the lesson at the direction of the class teacher;
- Adapt materials and resources to enable access;
- Support students in developing and improving areas of difficulty, e.g. language, behaviour, reading, spelling, handwriting and so on;
- Helping students with organisation, recording and completing work.

Specialised groups

- Work with individuals on specialised skills areas, e.g. social skills, spelling, handwriting, numeracy, emotional regulation and so on;
- Lead individual / small group withdrawal / intervention work for students to develop communication skills;
- Contribute to Personal Provision Plans and Advise SEN and teaching staff on strategies to support students with communication difficulties in class;
- Liaise with Speech and Language therapist, specialist ASC teachers and other relevant professionals to plan and deliver and monitor small group and individual work;
- Monitor the implementation of strategies in the classroom for students with ASC
- Arrange and attend meetings with specialists/professionals and parents;
- Maintain record-keeping;
- Contribute to the provision of extra-curricular support groups, e.g. Lunch Club, Homework Club, by negotiation with the SENDCo;
- Assist students with assessment work and public examinations.

HONORARIUM RESPONSIBILITIES

- Contribute to the provision of recovery curriculum support groups, e.g. Session 6 delivery/planning;
- Work with identified students as part of the recovery curriculum;
- Liaise with Literacy HLTAs to plan and deliver and monitor small group work;
- Liaise with Numeracy HLTAs to plan and deliver and monitor small group work

GENERAL DUTIES

- Follow and support school policies and procedures;
- Keep confidences appropriately;
- Contribute to the maintenance of student records;
- Provide regular feedback to colleagues in the department;
- Keep a log of work conducted within school.

OTHER DUTIES

- Attend relevant in-service training;
- Carry out appropriate duties at the direction of the SENDCo.
- Provide exam support for SEND students at the direction of the SENDCo, for example scribing or reading in line with JCQ regulations.

ETHOS AND CULTURE

- Play a full part in the life of the School community, to support our ethos and to encourage staff and students to follow this example.

DATA PROTECTION

- Ensure all documentation is stored and processed in line with the School Data Protection Policy and Document Retention Guidelines in line with the General Data Protection Regulations (GDPR).

HEALTH AND SAFETY

- Carry out basic safety checks;
- Ensure there is a safe working and learning environment in which risks are properly assessed and take account of any safety regulations which apply.

GENERAL

- Support relevant out of school learning activities, e.g. clubs and other activities within school guidelines;
- Carry out any reasonable tasks as directed by the Headteacher, a member of SLT or your Line Manager.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at regular intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Signed:

Staff member

Dated:

March 2021