

**JOB DESCRIPTION**

<b>Post held:</b>	<b>Teaching Assistant – supporting a child with Autism</b>
<b>Job purpose:</b>	<b>To support a child with Autism within the mainstream classroom under the direction and guidance of the class teacher.</b>
<b>Salary scale:</b>	<b>LSEAT Grade H18 (£23,030 pro rata)</b>
<b>Responsible to:</b>	<b>Class Teacher/SENCo</b>

**KEY PURPOSE OF THE JOB**

To work under the guidance and instruction of teaching/senior staff to enable access to learning for a pupil with Autism. To assist the teacher in the management of the pupil ensuring that the learning environment is accessible to the child. To promote the pupil's independence, self-esteem and social inclusion and provide support to the pupil enabling to access the curriculum and learning tasks to ensure that child experiences a sense of achievement from the child's starting point. Demonstrate due regard for the Trust and school policies.

**MAIN PURPOSE**

1. Assist teachers and senior leaders in ensuring the continuing educational development of a pupil with special educational needs through the establishment of constructive and positive relationships.
2. Assist teachers/senior leaders in fostering attractive learning environments to ensure that the pupil spends their school life in stimulating and engaging learning environments.
3. Prepare, maintain and use equipment/resources required within a lesson to meet learning objectives and tasks and assist the pupil in the use of these to include resource that are specific to a pupil with ASD.
4. To ensure accurate records and observations are kept so that the pupil receives the maximum benefit from their education. Make reference to and understand the Educational Health Care Plan implemented for the pupil.
5. Demonstrate an informed and efficient approach to the schools ethos and values.

## **DUTIES & RESPONSIBILITIES**

### **Teaching & Learning**

1. Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of the pupil
2. Promote, support and facilitate inclusion by establishing constructive relationships with the pupil and encouraging the pupil's participation in learning and extracurricular activities.
3. Use effective behaviour management strategies consistently in line with the school's policy and procedures including personalised strategies that support the pupil to self-regulate.
4. Manage the pupil's behaviour effectively (supported by the class teacher and SENCo) to ensure a good and safe learning environment.
5. Implement teaching practices set out in plans for the pupil and under the direction of the teacher/SENCo.
6. Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment for the pupil.
7. Use ICT skills to advance the pupil's learning
8. Promote self-esteem and independence under the guidance of the teacher/SENCo.
9. Undertake any other relevant duties given by the class teacher/s including administrative tasks.

### **Planning**

1. Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of the pupil's performance and progress as appropriate to the level of the role.
2. Read and understand lesson plans shared prior to lessons and adapt activities to ensure the pupil can access the lesson according to need.
3. Prepare the classroom for lessons under the direction of the teacher/s.

### **Working with colleagues and other relevant professionals**

1. Communicate effectively with other staff members and pupils.
2. Communicate their knowledge and understanding of the pupils
3. to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.
4. With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupil they work with.
5. Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues.
6. Collaborate and work with colleagues and other relevant professionals within and beyond the school.
7. Develop effective professional relationships with colleagues that foster a mutual respect.

### **Whole school organisation, strategy and development**

1. Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision.
2. Make a positive contribution to the wider life and ethos of the school.
3. Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher/s.

### **Health & Safety**

1. Promote the safety and wellbeing of pupils and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's Child Protection and Safeguarding Policy.
2. Look after/care for pupils who are upset or have had accidents.

### **Professional Development**

1. Help keep your own knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders and identifying relevant professional development to improve personal effectiveness.
2. Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
3. Take part in the school's performance management procedure.
4. Attend meetings and discussions which contribute to the overall aims of the school.

### **Personal and Professional Conduct**

1. Uphold public trust in the education profession and maintain high standards of ethics and behaviour within and outside school.
2. Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
3. Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
4. Respect individual differences and cultural diversity.