JOB ROLE PROFILE			
Job title:	Teaching Assistant	**Salary grade:**	3-6 FTE: £25,222 – £25.988 Actual: £21,108-£21,750 per annum (pay award pending)
Contract type:	Permanent	**Hours of work:**	37 hours per week (08.30-16.30 Mon-Thurs; 08.30-16.00 Fri with 30-minute unpaid lunch break) Term time only plus 5 additional days for training days.

Responsible to: The Principal
Reports to: Assistant Principal

Job purpose:

Assist with the planning and preparation of activities under the direction of teaching (lead) staff, contributing to the development and implementation of specific individualised interventions to support progress in learning that enables students to access their next steps. Assisting with the supervision of students, modelling good practice at all times (during lessons, activities, break and lunch time as directed by timetable or rota) and taking responsibility for promoting and safeguarding the welfare of children and young people within the school, as per statutory responsibility under KCSIE and GSWP and being a Key Worker for specified students, providing a link between home and school, and collating information for EHCP reviews and advocating on behalf of these students.

Role Specific responsibilities:

- Under the direction of the teaching (lead) staff, assisting in the development and delivery of individual interventions for students, both within and outside of group teaching, ensuring that all students are able to access their education effectively.
- Alongside key staff (e.g. Key Stage Coordinators, teaching (lead) staff, Wellbeing Team, Speech and Language Therapists), understanding the students' academic, SaLT and emotional literacy levels, highlight areas of need and tracking and monitoring effectiveness of interventions.
- Working with individuals, pairs or small groups of students, as directed by teaching (lead) staff, enabling students to access learning at their own level, and providing feedback to the teaching (lead) staff on the progress of the students in the tasks
- Modifying tasks for students during the lesson, as required, to enable students to access learning at their own level, providing feedback on modifications and supporting for future planning to the teaching (lead) staff.

- Assisting with the collation and maintenance of assessment records and data recording for students in all areas of the curriculum.
- Providing support to the teaching team on the creation of teaching resources for lessons, including maintaining effective levels of resources within the classroom.
- Assisting with the presentation and display of students' work, including liaising with parents/carers where appropriate.
- Providing safe and effective supervision for students at all times across the school site, on school related educational visits, and where required, extra-curricular activities, following school policies and procedures.
- Assisting with personal care for students as required, e.g. toileting, feeding and medication etc.
- Forming effective, safe relationships with students, including areas of interest, and recording student voice, raising concerns where appropriate.
- Collating information from staff (including careers staff) on key students' outcomes and liaising with parents/carers and other school staff within the school's EHCP review cycle (including external professionals under the direction of Key Stage Coordinators).
- Ensuring key students' Pupil Passports are maintained and updated, including recording 'Wow' moments.
- Contributing to a safe, purposeful and stimulating environment for students, including supervising students as required at all times during the school day, and during extracurricular activities when required.

All staff responsibility:

- Promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.
- Ensuring that all activities are undertaken within the framework of the school's risk assessments.
- 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.

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

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Our aims:

- Centre for excellence for ASC education in our region.
- Sustainably provide/support education for increased numbers of autistic students in our region.
- National leaders for destination led education for autistic students.

Our school has a focus on continuous improvement and is always evolving to support our students to make excellent progress in all parts of their academic and personal in-education experience.

OUR TRUST VALUES:



Person specification

	Essential	Desirable
Qualifications	• GCSE maths and English A to C or equivalent.	• Degree at 2:2 or above
Experience	• Experience of working with young people in a supportive context	• Experience of working with ASC students • Experience of working with SEN students • Experience of working in schools • Experience of leading small group interventions
Knowledge	• A commitment to safeguarding, health and safety, data protection and equal opportunities. • Ability to use IT systems including office, email and internet	• Ability to demonstrate a good understanding of autism • Knowledge of education systems
Skills	• Ability to communicate effectively with students, staff, parents/carers and other stakeholders • Ability to stay calm in crisis situations • Physical ability to Team Teach (training will be given)	• Ability to communicate using a variety of different methods • Ability to modify information for a different audience
Attitude	• Willingness to undertake personal care as required • Able to show a high level of resilience when working with students with ASC and behaviours that challenge • 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 students and the aims of the school