

JOB DESCRIPTION	TEACHING ASSISTANT
RESPONSIBLE TO	HEADTEACHER
JOB SUMMARY	To provide a high-quality education support service to students in accordance with Company policies, procedures and practices and the standards set by the Regulatory Body.
HOURS OF WORK	Monday to Friday, 8.30am to 4.30pm

KEY TASK AREAS AND RESPONSIBILITIES

Job Responsibilities

- To support the class lead in order to ensure the delivery of a high-quality education for all students.
- To support the class lead to ensure that all relevant education policies and procedures are implemented in full.
- To promote the development of reading and phonics knowledge for all students enhancing their love of reading and appreciation for books.
- To provide relevant and appropriate support to students, on an individual or group basis, to enable them to access the curriculum as independently as possible.
- To promote, in line with Company policies, the physical, educational, and moral development of the students.
- To ensure that the available equipment and resources are used, stored and maintained efficiently, reporting any maintenance issues to the appropriate staff.
- To support the class lead in organising the classroom, its resources, student groupings and displays to provide a stimulating learning situation appropriate for students with autistic spectrum disorder.
- To support the class lead to write, update, implement and evaluate documentation relating to the individual student. This will include Behaviour Support Profile (BSP), Individual Risk Assessment, Sensory Profile and Communication Profile as appropriate.
- To work collaboratively with the class lead to adequately plan to ensure the safety of students, in line with risk assessments, while both on and off site.
- To produce appropriate and effective resources/teaching aids at the request of, and following a brief provided by, the class lead.
- To contribute as a member of the school's multi-professional team, ensuring good working relationships with colleagues.
- To contribute to and help implement developments that relate to the School Development Plan.
- Work with and manage challenging behaviour, enabling students to develop from needing external control, to developing self-control.
- To maintain regular communication both informally and in meeting times, ensuring the individual needs of the student are being met effectively.

- Communicate effectively with parents and carers to ensure a consistent approach and to provide a daily link between School and Home.
- To make, use and keep records in accordance with Company policies and procedures and standards set by the Regulatory Body.
- To keep up-to-date with specified subject area, educational practice and autism-related information.
- Liaise with staff from other departments to provide a consistent approach to all aspects of student education and care.
- Safeguard all students and ensure their safety and wellbeing.

General

- Ensure awareness that the service operates to agreed budgets and contribute to keeping within these budgets as instructed.
- Exercise vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others.
- Report issues and/or incidents relating to staff and students that have arisen in the day promptly to the relevant Line Manager or appropriate person.
- Operate at all times in accordance with Company policies and procedures, with particular reference to Safeguarding, Child Protection, Whistleblowing, Complaints and Representations and Behaviour Policies.
- Work to promote the school as a valued, professional asset within the community and always conduct themselves in a manner that reinforces this image.
- Ensure that all actions are in the interests of the students and the Company.
- To work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices.
- To undertake any other duties that may be required to assist in the smooth running of the wider school under the reasonable direction of the Headteacher.
- To attend any relevant courses and complete all mandatory training.
- Contribute to the life of the school community and support its ethos and policies.

PERSON SPECIFICATION

General characteristics	Essential	Desirable
Experience		
<ul style="list-style-type: none"> Experience of working with autistic spectrum disorders and/or challenging behaviour 		✓
<ul style="list-style-type: none"> Experience of working within an educational setting 		✓
<ul style="list-style-type: none"> Experience of leading learning opportunities under the guidance of a teacher. 		✓
<ul style="list-style-type: none"> Experience of leading learning opportunities in the absence of the teacher. 		✓
Skills Knowledge & Aptitude		
<ul style="list-style-type: none"> Effective communication skills, verbal and written 	✓	
<ul style="list-style-type: none"> Ability to respond to challenging circumstances in a positive manner 	✓	
<ul style="list-style-type: none"> Good interpersonal skills 	✓	
<ul style="list-style-type: none"> Good organisational and time management skills 	✓	
<ul style="list-style-type: none"> Ability to prioritise own workload, meet deadlines and to work independently 	✓	
<ul style="list-style-type: none"> Able to work in a calm, efficient and safe manner 	✓	
<ul style="list-style-type: none"> Good IT skills 	✓	
<ul style="list-style-type: none"> Adaptable and able to work to changing priorities 	✓	
Qualifications & Training		
<ul style="list-style-type: none"> GCSE passes in Maths and English 	✓	
<ul style="list-style-type: none"> Level 3 Certificate in Supporting and Learning in Schools 		✓
<ul style="list-style-type: none"> Willingness to work towards other relevant qualifications as required 	✓	
<ul style="list-style-type: none"> Undertake relevant group induction training on commencement 	✓	
Other		
<ul style="list-style-type: none"> Commitment to the mission, vision and values of the organisation 	✓	
<ul style="list-style-type: none"> Commitment to Safeguarding 	✓	
<ul style="list-style-type: none"> Driving licence 	✓	