

## **Learning Support Assistant for students with Autism (Mainstream Provision)**

**Responsible to:** Headteacher, Head of ASC Centre.

**Responsible for:** Progress, organisation, learning and behavioural support on the part of students.

**Job purpose:** To work under the direction of the Head of ASC Centre as a team member to help students access the curriculum and modify learning materials

### **Main Duties and responsibilities**

- To work to the direction of the Head of ASC Centre and ASC Teachers, to support the set-up of individuals' schedules and work systems.
- To support individual pupils to access the curriculum, to facilitate access to lessons (in mainstream and the ASC Centre) and reinforcing the teacher's instructions in a visual format.
- To lead small group activities based on a scheme of work as directed by the Head of ASC Centre and ASC Teacher to support students learning.
- To help in the preparation, organization and planning of classroom resources including making adjustments in classroom layout.
- To feedback information to teachers on any observed difficulties in understanding or skills.
- To help supervise students at designated break times as directed by the Head of ASC Centre.
- To support students in accessing online learning in the event of a school closure.
- To contribute to discussion of student targets in the process of Annual Reviews.
- To respect the confidentiality of information relating to students and their families.
- To be willing to undertake training consistent with developing skills relevant to your duties and responsibilities.
- To help provide a positive ethos within the school so that students feel secure.
- To practice and promote fair and equal treatment of staff and students in the performance of their duties.
- To be aware of the Prevent Strategy and be able to protect students who are vulnerable or at risk of being radicalised.
- To be aware of the Safeguarding Policy at Mark Rutherford School and be responsible for applying that policy correctly and in a timely manner to safeguard the students in the school.

- Support students to access learning and make progress regardless of personal beliefs and background.
- To be prepared to undertake such duties as may be required by the Headteacher.
- To attend department and staff meetings as required.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Leadership Team.

This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Leadership Team as required. Union representation will be welcomed in any such discussion.