



ATHENA
LEARNING TRUST

**SEND Specialist Key
Worker: ASD**

Applicant Pack

Closing date:

10/08/2026

Interview date:

20/08/2026



Join Athena - Inspiring World-Class Education Together!

At Athena, we are a passionate and forward-looking educational organisation committed to providing world-class education and helping individuals **lead great lives**. Our core values of "**dream big, take responsibility**, and **be kind**" guide our mission to create a supportive and inclusive learning environment where everyone can excel and grow.

Job Title:
School Base:
Closing Date:
Interview Date:
Vacancy Start Date:
Contract Type:
Salary:

SEND Specialist Key Worker:ASD
Camborne Science and International Academy
10/08/2026
20/08/2026
01/09/2026
Permanet, Term Time, 29.17 hrs per week, 39 weeks annually
£25,947.47 Annual FTE

Being an Athenian

At Athena, we believe in the power of education to transform lives and shape a brighter future. We are dedicated to fostering a strong sense of community, where students, educators, and parents collaborate to achieve academic excellence and personal growth. Our commitment to "**dream big, take responsibility, and be kind**" underpins everything we do, inspiring our students to aim high, take ownership of their learning, and treat each other with respect and compassion.

We are inspired by wisdom, creativity and learning. Determined to create a world where all children get to go to great schools, our mission is to provide the knowledge and education to bring opportunities, choices and freedom.

If you want to be part of an inspirational team of big thinkers who will support you to develop your full potential and value your knowledge, passion, wellbeing and commitment, it sounds like you could be on your way to joining us and becoming an Athenian.



What makes Athena different

Our Commitment to you

We recognise that all of our people have a role to play in ensuring our students have access to world-class education and so each one is valued. We are committed to creating an inclusive and supportive work environment that promotes both personal and professional growth. We put staff wellbeing first and here are some of the benefits and perks you can enjoy as a member of our team:

Impact: positive outcomes for our students

Leaders: we see everyone as a school leader

Wellbeing: ensuring your time off is for you

Generous pension: the local government pension scheme

Employee Wellbeing Initiatives: support your physical, mental, and emotional health

Benefits: Enjoy access to various discounts, benefits, and rewards to enhance your lifestyle.

Join us on this journey to inspire greatness in ourselves and others. Together, we can create a brighter future and make a lasting difference in the lives of our students and the communities we serve.

People

passionate about making a difference in the lives of each other and our students

Development

investing in our employee's growth and development

No burn out

cut low-impact workload and champion staff wellbeing

Support

valuing our employee time and impact by investing it well and providing wrap around support

Flexibility

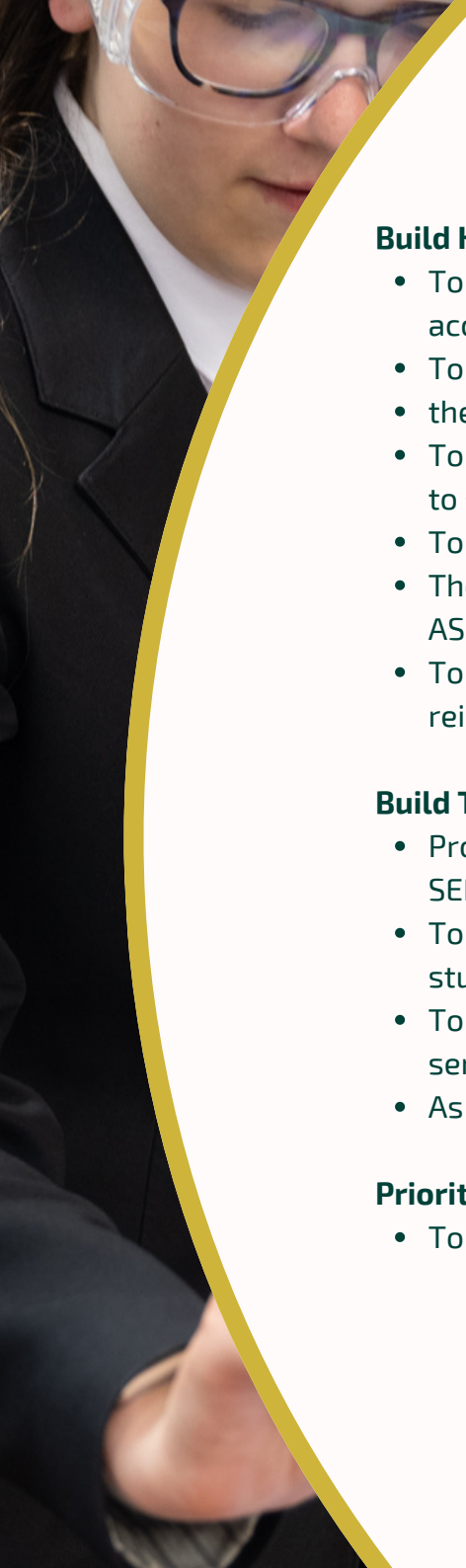
flexible working to promote work-life balance where possible



Role Summary

As SEND Specialist Officer: ASD, you will play a pivotal role in ensuring our students receive world class education. You will take a pro-active role in the support of the educational, developmental and social needs of our students with ASD and Social Communication Needs.

You will work closely with teachers, school staff and students to ensure that all students receive the support and guidance they need to succeed and go on to lead great lives. You will work in class with specific pupils, as well as leading support for individuals or groups of learners who require additional support to access their education, due to ASD. This will include coaching and mentoring pupils, running small group interventions and liaising with professionals and parents. Additionally, you will be an ambassador for students with ASD and be a key role model for the wider class and school.



What you will be doing

Build Knowledge

- To assist students with ASD in developing knowledge, skills and attitudes as defined by the curriculum, taking into account the learning support involved in aiding students to learn as effectively as possible.
- To construct individualised, bespoke packages of support for pupils with ASD and, where appropriate, utilizing the recommendations of external professionals.
- To assist in preparing, using and maintaining relevant teaching and intervention resources, including adapting resources to suit pupils with ASD and/or social communication needs.
- To supervise an individual or small group of children within a class under the overall control of the teacher.
- The post holder is responsible for his/her own self-development on a continuous basis, including any relevant training in ASD and Social Communication Needs.
- To encourage social integration and individual development of students. To develop methods of promoting and reinforcing students' self-esteem

Build Trust

- Providing follow up advice and guidance to staff, as required, to meet needs for students with ASD (in liaison with the SENCo and Deputy SENCo) and build positive relationships with external professionals to work collaboratively.
- To establish supportive relationships with the student/s concerned and to encourage acceptance and inclusion of all students.
- To be aware of confidential issues linked to home/student/teacher/school work and to ensure the confidentiality of such sensitive information.
- As appropriate, liaising with parents and carers to ensure the effective education of young people with ASD.

Prioritization

- To assist with lunch and break time supervision of children.



What you will be doing

Clarity and Energy

- To support a whole school approach to being an ASD friendly environment', with the SEN team.
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- To develop methods of promoting/reinforcing the student's self-esteem and to promote independence through the development of self-help skills.
- To carry out administrative tasks associated with all of the above duties as directed by the teacher and SENco, including record keeping.
- To be a point of contact for teaching and support staff regarding ASD and being an advocate for young people with ASD.
- To accompany children on educational visits and outings as supervised by the Teacher.

Follow Up

- To assist with the assessment, monitoring and recording of children's progress, health, behaviour and general wellbeing.
- To feedback any information (including concerns) regarding the well-being and educational needs of children to the teacher, SENco or Principal as appropriate.
- To meet with the Student Support Centre Manager, Head of Individual Needs and/or other appropriate staff

How you will be doing it

Dream Big

- Deliver value opportunities for world class education for all students

Take Responsibility

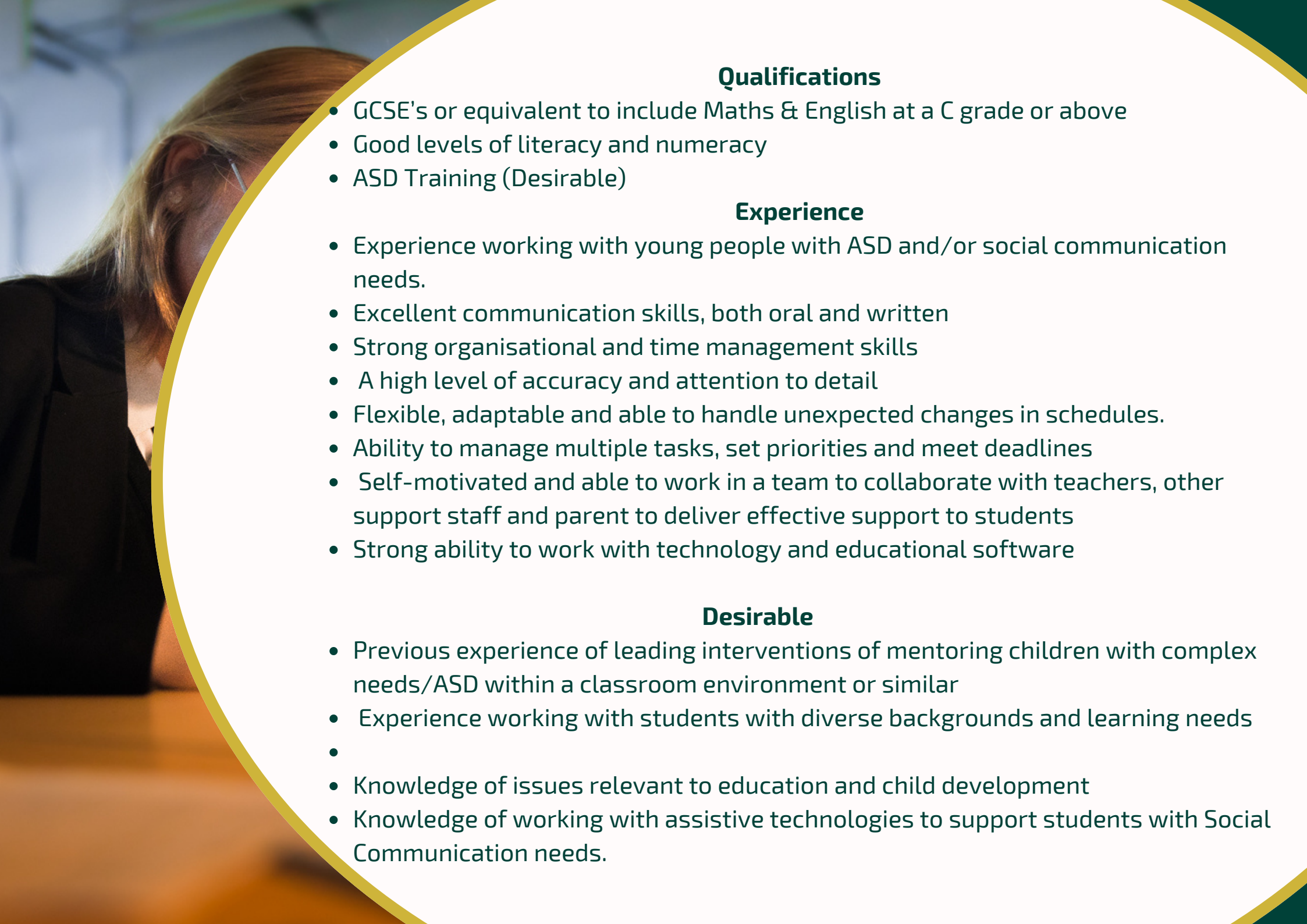
- To maintain confidentiality of information acquired in the course of undertaking duties for the department.
- Ensure Health and Safety and Safeguarding are at the centre of your approach.
- Take accountability for your own development and aspire to deliver the very best practice across all areas of your role.
- To attend staff meetings and school-based CPD days as required.

Be Kind

- To encourage acceptance and inclusion of all students.
- Support positive strategies for promoting equality and for challenging racial and other prejudice.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. You could reasonably be asked to work out of our partner sites to support where required.





Qualifications

- GCSE's or equivalent to include Maths & English at a C grade or above
- Good levels of literacy and numeracy
- ASD Training (Desirable)

Experience

- Experience working with young people with ASD and/or social communication needs.
- Excellent communication skills, both oral and written
- Strong organisational and time management skills
- A high level of accuracy and attention to detail
- Flexible, adaptable and able to handle unexpected changes in schedules.
- Ability to manage multiple tasks, set priorities and meet deadlines
- Self-motivated and able to work in a team to collaborate with teachers, other support staff and parent to deliver effective support to students
- Strong ability to work with technology and educational software

Desirable

- Previous experience of leading interventions of mentoring children with complex needs/ASD within a classroom environment or similar
- Experience working with students with diverse backgrounds and learning needs
- Knowledge of issues relevant to education and child development
- Knowledge of working with assistive technologies to support students with Social Communication needs.

How to Apply

If you are passionate about our values and dedicated to making a meaningful impact on education, we invite you to apply. **Please complete the application form on My New Term** and tell us about how you connect with our values of "**dream big, take responsibility, and be kind**" and what you feel you can contribute to our team and our goal to deliver world class education.

Athena Learning Trust is committed to **safeguarding** and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced DBS clearance and appropriate pre-employment checks.

We reserve the right to close this advert and interview and appoint earlier than the advertised closing date should there be a good response to the advert, so early applications are advised.

Apply now

and experience the difference
in a rewarding and meaningful
career in education.