

Job description: Teaching Assistant

You will be a critical member of the teaching and learning team, where you will support learning for autistic pupils.

You'll provide assistance and support to pupils who need help to overcome barriers to learning whilst contributing to the achievement of our school improvement plan.

Department: Teaching Support

Grade: Grade 4

What you will deliver

1. Support pupils with their sensory needs, emotional regulation and social communication skills.
2. Help pupils to stay on task, understand instructions and manage behaviour under the direction of the class teacher.
3. Support pupils independent learning and inclusion of all pupils.
4. Support the class teacher in preparation of resources and activities, including photocopying and filing as required.
5. Prepare and clear up the learning environment including displays and presentation of pupils' work.
6. Provide learning support to the class teacher and other professionals as required in the organisation of activities, resources and materials suitably differentiated for children with autism.
7. Implement planned learning activities as agreed with the teacher, adjusting activities to pupil responses as appropriate.
8. Support the planning and evaluation of learning activities with the class teacher, providing feedback on pupil progress and behaviour.
9. Supervise individuals and group of pupils, throughout the day including supervision in the classroom, playground and dining areas.
10. To assist in escorting and supervising pupils on educational visits and out of school activities such as swimming.
11. To respond to the welfare needs of pupils by supporting them and reporting any concerns about the general wellbeing of pupils to the class teacher, and to help with toileting, hygiene, dressing and eating as directed by the class teacher.
12. To be aware of all medical needs of students in the class and to be familiar with individual medical protocols.
13. To administer first aid and medication for pupils, under direction where appropriate training has been provided. Ensure incidents are recorded on the medical tracker or CPOMS.
14. Support pupils with their emotional regulation following strategies outlined in their Emotional Regulation Support plans.
15. To be aware of the safeguarding and child protection policy and to follow protocols and guidelines set out in the policy
16. To be aware of all school policies and procedures and always comply with these
17. Responsible for the careful and safe use of equipment
18. Support and monitor the safe use of ICT in the classroom.
19. Work positively with all members of the class team
20. Excellent communication skills and the ability to build relationships quickly
21. Effective team player, working under the direction of the class teacher, acting as a role model for new or less experience staff to enhance the learning environment.
22. Establish good relationships with pupils and their families and other adults/agencies and exchanges information as necessary.

23. To be aware of confidential issues linked to pupil as appropriate.
24. Support the class teacher in monitoring and recording pupils' progress/activities.

Your skills and experience

1. GCSE or equivalent in Maths and English (Grade C and above)
2. Experience of working with children in an educational setting and supporting them with their learning/behaviour.
3. Good knowledge of autism, sensory processing needs and relevant strategies.
4. Ability to stay calm under pressure, manage expected challenges and adapt support strategies to meet individual needs.
5. To assist in maintaining the health and safety of pupils by ensuring a tidy and organised work area and reporting any identified hazards to the class teacher. Ensure risk assessments are always adhered to.
6. To attend relevant training and professional development opportunities especially about autism and understanding the needs of pupils with autism
7. Supporting Teaching and Learning level 2 and working at NVQ level 2 or willing to study for this qualification.
8. Good understanding of the national/foundation stage curriculum and other basic learning programmes/strategies.
9. Competent in the use of ICT in all aspects of the role

Any other duties commensurate with the grade and nature of the job description.

April 2025