



## Job Description

Job Title	Teaching Assistant (ASD Provision) Grade C
Department or area	Knollmead Primary School
Responsible to:	Head teacher, SENCO, Provision Leader, Teacher in Charge
Purpose of the post	<ul style="list-style-type: none"><li>• To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes to enable access to learning for pupils.</li><li>• To assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area, or in the local community.</li></ul>
Main responsibilities	<p><b>Support for Pupils</b></p> <ul style="list-style-type: none"><li>• Supervise and provide particular support for pupils with social communication difficulties including autism and other specific learning difficulties, ensuring their safety and access to learning activities.</li><li>• Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.</li><li>• Assist with the implementation of pupil support plans and contribute towards team discussions regarding updates to these.</li><li>• Establish constructive relationships with pupils and act as a role model and set high expectations.</li><li>• Promote the inclusion and acceptance of all pupils.</li><li>• Encourage pupils to interact with others and engage in activities led by the teacher or other teaching assistants.</li><li>• Set challenging and demanding expectations and promote self-esteem and independence.</li><li>• Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.</li><li>• Use specialist skills/training/experience to support pupils with social communication difficulties including autism and other specific learning difficulties</li></ul>

### **Support for the Teacher**

- In conjunction with the class teacher and / or other professionals, to develop a system of recording children's progress.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with displays.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities and attend class, provision and staff meetings.
- Monitor pupils' responses to learning activities and accurately record achievement/ progress as directed.
- Promote positive pupil behaviour, dealing promptly with conflict and incidents in line with established policy, including, where appropriate, positive handling, and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers and participate in feedback sessions/meetings with parents.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
- To contribute to the maintenance of a child's SEN support plans and Speech and Language programmes.
- To participate in the evaluation of a support programme.
- To provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc. and undertake routine marking of pupils' work.
- To undertake administrative support for class teachers as requested.

### **Support for the Curriculum**

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses to include whole group activities.
- Help the pupils to access learning activities through specialist support and by running intervention groups.
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS1, KS2, EYFS, recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its' use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

	<p><b>Support for the School</b></p> <ul style="list-style-type: none"> <li>• Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>• Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.</li> <li>• Contribute to the overall ethos/work/aims of the school.</li> <li>• Appreciate and support the role of other professionals.</li> <li>• Attend and participate in training, other learning activities and performance management as required.</li> <li>• Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.</li> <li>• Accompany teaching staff and/or pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.</li> <li>• Check e-mail and daily diary to keep up to date with parent communications.</li> </ul>
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Key Internal Relationships	<ul style="list-style-type: none"> <li>• Head teacher, Specialist Resourced Provision Lead, Senior Leadership Team, teaching staff, support staff and pupils</li> </ul>
External Relationships	<ul style="list-style-type: none"> <li>• Parents, community partners, academy trust, borough staff, other schools in and out of borough, other relevant organisations, visitors to the school</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>• Ensure health and safety and child protection regulations are observed at all times</li> </ul>

Undertaking other duties as may reasonably be expected

*This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment after consultation with the post holder*

Created by \_\_\_\_\_ Agreed by \_\_\_\_\_ Date \_\_\_\_\_