



## Job Description: ASC Specialist Support Assistant

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<b>Post:</b>	ASC Specialist Support Assistant
<b>Working hours:</b>	8.30-3.30 (with 30 minute lunch)
<b>Weeks:</b>	Term time only plus INSET days (39 weeks)
<b>Grade:</b>	KR4
<b>Responsible to:</b>	SENCO (Inclusion Lead)
<b>Based at:</b>	Lady Joanna Thornhill (Endowed) Primary School

This is a permanent position (Subject to a 6-month probationary period)

### **Purpose of the job**

The ASC support assistant will provide one-to-one support for key children throughout the school day, addressing the needs of children who require assistance in overcoming barriers to learning in order to achieve their true potential, or accessing the curriculum.

The ASC support specialist will work with a range of pupils, but give priority to those who need the most help, especially those experiencing multiple disadvantages including:

- Looked After Children
- Children who have social care involvement – CIN, CP or who are receiving Early Help Services (EHA)
- Children with emotional, medical or special needs (SEN / monitoring SEN register)
- School refusal
- Children with an Education, Health and Care Plan

The ASC specialist will work with children on a one-to-one basis or in small groups.

### **Key duties and responsibilities**

- Will mainly work one-to-one with highlighted children as designated by the Inclusion Lead.
- Encourage the inclusion of pupils with ASC, promoting positive behaviour management techniques designed to develop the pupils' ability to be included in all school learning activities and opportunities. This also includes during recreational time.
- Provide specific support to pupils, using extensive knowledge of the breadth and range of ASC.
- Model group-based activities that will develop pupil's problem-solving, listening and social skills to better manage their behaviour and work constructively with others using a variety of specialised programmes.
- Plan and facilitate structured games and activities to support pupils to make appropriate choices during unstructured times e.g., on the playground at break times and lunchtime.
- Lead ASC provision during lunchtimes providing a safe, ASC aware environment.
- Develop knowledge and appreciation of the range of programmes, activities, courses, opportunities,

organisations and individuals that can be drawn upon to provide extra support for pupils.

- Support pupils who need help overcoming barriers to learning.
- Help to support the reintegration of pupils after extended absence or fixed term suspension, where appropriate.
- Keep clear, effective records via our online system, CPOMS.
- Have high expectations of behaviour and the ability to promote positive behaviour in line with the school's policy.
- Construct behaviour plans and contribute towards pupil passports.

### **Safeguarding and confidentiality**

- Be aware and consistently implement school procedures, policies and guidelines.
- Adhere to the school procedures and guidance for confidentiality.
- Contribute to the development and subsequent required actions of any Education Health and Care Plans or other related paper work/frameworks.

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out.