

JOB DESCRIPTION

Teaching Assistant (Autism Specialist)

Job Title	Teaching Assistant
Responsible to	Senior Leadership Team
Key Internal Contacts	Other staff within the education team Staff in other departments within the school
Key External Contacts	Service User relatives, advocates and others Placing Authorities and Service Providers Registration, Regulatory and Inspection bodies Local Services – Statutory, Voluntary and Community Neighbours

JOB PURPOSE

To provide a high-quality learning support service to students and in accordance with company policies, procedures and practices and the standards set by the Regulatory Body.

KEY TASK AREAS AND RESPONSIBILITIES

Students

- To support class teachers/tutors/HLTAs/TA in order to ensure the delivery of a high-quality education for named students
- To support the class teachers and/or tutors to ensure that all relevant education policies and procedures are implemented in full
- To provide relevant and appropriate support to students, on an individual or group basis, in order to enable them to access the curriculum as independently as possible
- To promote, in line with Company policies, the physical, educational and moral development of the students
- To ensure that the available equipment and resources are used, stored and maintained efficiently, reporting any maintenance issues to the appropriate staff
- To support the class teachers and/or tutors in organising the classroom(s), its resources, student groupings and displays to provide a stimulating learning situation appropriate for students with an ASC diagnosis.
- To support the teachers/tutors to write, update, implement and evaluate documentation relating to the individual student. This will include Regulation Support Profile (RSP), Individual Risk Assessment, Individual Education Plan, Communication Profile, and Pastoral Support Plan as required and appropriate.
- To work collaboratively with the class teachers and/or class tutors to adequately plan to ensure the safety of students, in line with risk assessments, while both on and off site
- To produce appropriate and effective resources/teaching aids at the request of, and following a brief provided by, the class teachers and/or tutors
- To contribute as a member of the school's multi-professional team, ensuring good working relationships with colleagues

- To contribute to and help implement developments that relate to the School Development Plan
- Work with and manage challenging behaviour, enabling Service Users to develop from needing external control, to developing self-control
- To maintain regular communication both informally and in meeting times, ensuring the individual needs of the student(s) are being met effectively.
- To make, use and keep records in accordance with Company policies and procedures and standards set by the Regulatory Body
- To keep up to date with specified subject area(s), educational best practice and autism-related research and development
- Safeguard all students and ensure their safety and wellbeing
- Communicate effectively with parents/carers to ensure a consistent approach and to provide a daily link between School and Home
- Liaise with staff from other departments to provide a consistent approach to all aspects of provision

GENERAL

- Ensure awareness that the service operates to agreed budgets and contribute to keeping within these budgets as instructed
- Exercise vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others.
- Report issues and/or incidents relating to staff and students that have arisen in the day promptly to the relevant Line Manager or appropriate person
- Always operate in accordance with Company policies and procedures, with particular reference to Safeguarding, Child Protection, Whistleblowing, Complaints and Behaviour Policies
- Participate in training and take responsibility for personal development
- Participate in team meetings, supervisions and annual reviews in accordance with Company policy and the standards set by the Regulatory Body
- Work to promote the school as a valued, professional asset within its community and conduct themselves at all times in a manner that reinforces this image
- Ensure that all actions are in the interests of the Service Users and the Company.
- To work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices
- To carry out any other reasonable and relevant duties as required

**PERSON SPECIFICATION
Teaching Assistant (Autism Specialist)**

	Essential	Desirable
Experience		
Experience of work with autistic spectrum disorders and/or challenging behaviour	✓	
Experience of work within an education/residential setting	✓	
Skills, Knowledge and Aptitudes		
Ability to work independently and as part of a team	✓	
Effective communication skills, verbal and written	✓	
Ability to record information accurately	✓	
Good organisational skills	✓	
Ability to deal with complex and challenging behaviour	✓	
Ability to demonstrate empathy	✓	
IT skills		✓
Qualifications and Training		
Willingness to work towards further qualifications as required	✓	
Undertake relevant group induction training on commencement.	✓	
Other		
Commitment to the values of the organisation	✓	
Driving licence		✓