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Specialist Resource Provision Teaching Assistant

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| **JOB DESCRIPTION** | |
| **Job Title** | Specialist Resource Provision Teaching Assistant |
| **Grade** | VIAT 3 |
| **School / Department** | Valley Invicta Academies Trust |
| **Base** | VIPS Leybourne Chase |
| **Hours** | 20 |
| **Reports to** | SRP Teacher |
| **Accountable to** | SRP Lead Teacher, Headteacher, Trust Director of SEN |

**Job Summary**

To work with the Specialist Resourced Provision HLTA and teacher to support inclusion, integration and teaching and learning for children in the Specialist Resourced provision.

**Key Working Relationships**

* Headteacher
* Specialist Resource Provision Lead Teacher
* Specialist Resource Provision Teacher
* Specialist Resourced Provision HLTA
* Teaching Assistant colleagues;
* Parents and students;
* Safeguarding and health and safety leads;
* Visitors.

**Key Responsibilities**

* Support with the planning and implementation of appropriate routines and structures to support children with ASD needs within the Specialist Resourced Provision.
* Work with individuals or small groups of pupils in the Specialist Resourced Provision classroom under the direct supervision of the HLTA and SRP teacher.
* Provide support for pupils to access mainstream integration opportunities.
* Liaise with the SRP HLTA, teacher and lead teacher to plan and deliver specialist interventions suitable to the needs of children in the SRP, and to include children with similar needs from the main school context as appropriate.
* Create and maintain a purposeful, orderly and supportive environment, in accordance with daily plans;
* Support pupils to understand instructions and develop independence in learning.
* Support staff in behaviour management and keeping pupils on task;
* Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate;
* Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment;
* 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;

Teaching Assistants in this role may also undertake some or all the following:

* Record basic pupil data
* Support children’s learning through play
* Assist with break and lunch-time supervision including facilitating games and activities
* Assist with escorting pupils on educational visits
* Support pupils in using basic ICT
* Assist with pupils’ personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate.
* Assist with pupils on therapy or care programmes, designed and supervised by a therapist / teacher

**Safeguarding**

As a VIAT employee you will commit to safeguarding and promoting the welfare of children and young people.

**Equality and diversity**

The Trust expects every employee to take responsibility for promoting a culture that values and respects difference.

**Statement**

The list of duties in this job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

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| **PERSON SPECIFICATION** | | |
| **AREA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications** | * Level 2 Diploma (or equivalent) with proficient practical skills. | * Teaching Assistant qualification. |
| **Experience** | * Previous experience of working with children. | * Experience of providing teaching assistance within a school. * Experience of working with Autistic children. |
| **Knowledge** | * An understanding of ASD and the support required to enable children to regulate their emotions. * Experience of interacting and communicating with Autistic people. | * Experience of providing teaching assistance within a school. * Experience of working with Autistic children. |
| **Skills** | * Numeracy and literacy skills; * Basic IT skills; * Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly; * Good influencing skills to encourage pupils to interact with others and be socially responsible. |  |
| **Attributes** | * Ability to work as part of a team; * Calm, friendly nature; * Flexible approach to tasks, new ideas and change. * Actively enjoys working with children, has empathy and is sympathetic to their needs. * Professionally discreet and able to respect confidentiality. * Confident and able to use own initiative. * Patient and resilient |  |