Main purposes of the job

- To work under the specific supervision, instruction and guidance of the class teacher to support the teaching and learning activities in the classroom of a specific named child as well as follow a set intervention/programme to support their Social Communication Difficulties and emotional development.

- To facilitate continuous learning strategies and social interactions, and enable the child to access all the educational opportunities available to him.

- To support a named child who has specific needs (Social Communication Difficulties). This would include working on specific programmes with the child as directed by the child’s Education Health Care Plan (EHCP) as well as strategies provided by the Autism Outreach Service and the Inclusion Manager.

- To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment for the named child.

- To promote the inclusion of the named pupil to ensure he has equal access to opportunities to learn and develop.

- To be responsible for promoting and safeguarding the welfare of the child within the school.

Main responsibilities and tasks

Support for pupils:

1. Under the specific supervision of the class teacher, to work with a named individual.

2. To encourage the pupil to interact with others and engage in activities led by the teacher.

3. To assist with the general pastoral care of the pupil, including helping if he is unwell distressed or unsettled.

4. To ensure effective, positive behaviour strategies are in place to allow the pupil to follow rules consistently.

5. To assist the pupil with personal needs if appropriate.

6. Produce resources to assist learning (visual timetable cards, social stories and other learning stimuli) and ensuring the pupil is able to use equipment and materials provided.

7. Motivating and encouraging the pupil as required by providing individual attention, reassurance, reinforcement and help with learning tasks.
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Teaching Assistant Level Two (JE No: 1541)

8. Provide occasions for the pupil to practise social skills and peer interaction in the classroom, at lunch-time and in the playground throughout the school day.

9. Support and guide through the day, helping the pupil to participate between activities but allowing him independence where appropriate.

10. Work with a range of professionals, such as the class teacher, Year Group Leader, Inclusion Manager and Autism Outreach worker to provide individual support for the pupil as directed by the pupil’s Education and Health Care Plan (EHCP).

11. Monitor the pupil’s response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.

12. Give positive encouragement, feedback and praise to reinforce and sustain the pupil’s efforts and develop self-reliance and self-esteem.

Support for the teacher:

1. To prepare the classroom as directed for the pupil, ensuring that resources are available and cleared away at the end of the lesson as appropriate.

2. To provide regular verbal and written feedback to teachers, parents and the Inclusion Manager on the pupil’s achievement and progress, including feedback on the effectiveness of the learning and behaviour strategies adopted.

3. To provide feedback on the pupil in relation to progress and achievement under guidance of the teacher. This may include feedback on the pupil’s progress in meeting targets specified in his Education and Health Care Plan.

Support to the school

4. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, SEN/Inclusion and data protection reporting all concerns to the appropriate named person.

5. To ensure professional boundaries are maintained when communicating with parents.

6. To assist with the supervision of pupils out of lesson time but during the school day, within contracted hours as necessary for their safety.

7. To accompany teaching staff and pupils on visits, trips and out of school activities within contracted hours as required

8. To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled.

9. To attend relevant meetings and participate in training opportunities and professional development as required.

10. To attend relevant meetings and participate in relevant training and performance development as required

11. To adhere to school health and safety policy including risk assessment and safety systems

12. To adhere to school policies, such as equality and diversity, safeguarding and Special Educational Needs and Disability.

Support for the curriculum

13. To assist with the development of basic English, Maths and ICT skills and to support their use in learning activities.
14. To undertake broadly similar duties commensurate with the level of the post as required by the head teacher.

Signatures – line manager and job holder

Signature of Manager: ____________________________ Date:__/__/ 
Signature of post holder: ____________________________ Date:__/__/