

**Harlow Inspirational Learning Trust  
Milwards Primary School**

**ASC Hub Teaching Assistant**

**Job Description**

**Responsible To:** Head Teacher/ASC Hub Lead/SENCO

**Liaison with:** Children, all School Staff and visitors to School

**Main Purpose of Job:**

To work in partnership with class teachers and the ASC Hub lead to support children's learning with Autistic Spectrum Condition (ASC) in line with the National Curriculum, Code of Practice and school policies and procedures

**Main Activities:**

- Working with children with ASC or small groups of children under the direction of teaching staff/Head Teacher.
- Promoting the inclusion of children with special educational needs within the school, ensuring access to lessons and their content through appropriate clarification, explanation and resources.
- Understanding children's specific learning needs and styles and provide differentiated support individually and within a group.
- Assisting with preparation, record keeping, assessment, as well as contributing to Annual Reviews, Education Health Care Plans and One Plan meetings.

- Monitor and keep accurate records of support provided to facilitate feedback to teaching staff in relation to attainment and progress.
- Supporting the development and implementation of children's targets.
- Assisting in promoting positive pupil behaviour by supporting the school's behaviour policy and contributing to the adaption of this according to a child's needs.
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behavior.
- Supporting the use of ICT in learning activities and developing children's confidence and independence in its use.
- To support learning by arranging/providing resources for lessons/activities under the direction of the teacher.
- Providing feedback to pupils in relation to achievement and progress under the guidance of the teacher.
- Supervising ASC children during break and lunchtimes and facilitating activities and games to engage children.
- Accompanying children to relevant therapy sessions (depending on individual need).
- Supporting/escorting children on educational visits.
- Attending meetings with the Head Teacher/ Hub lead and with external agencies involved with supporting specific children.
- Participate in the performance management review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the ASC Lead and Head Teacher.
- Reporting any concerns about children to the Head Teacher or Hub Lead.

- Comply with policies and procedures in relation to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person, as per the Governing Body's safeguarding.
- Undertaking any other reasonable requests from the Head Teacher/Hub Lead.
- Understanding and applying school policies and procedures at all times.
- Meeting with external agencies involved with supporting the child with SEN.

### **General**

- To understand and apply school policies in relation to health, safety and welfare
- To adhere to school policy and practice at all times.
- Attend relevant training and take responsibility for own development
- Attend relevant school meetings as required
- To respect confidentiality at all times
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

This Job Description does not form part of the contract of employment. It describes the way the Teaching Assistant is expected to perform and complete the particular duties as set out above.

The duties may be varied to meet the changed circumstances in a manner compatible with the post held.

### **Person Specification**

<b>Experience (Essential)</b>	Successful and recent experience involving working in school with primary aged children
<b>Qualifications/Training (Desirable)</b>	Ideally, training and experience in:  Working with children/children with Autism  Supporting the teaching of Literacy and Numeracy  School based ICT  Display in schools  First Aid  Behaviour management strategies  Working with parents
<b>Knowledge and Skills</b>	Current knowledge of working in primary schools  Knowledge and understanding of different types of SEN, including Autism  Knowledge and experience of assessing primary aged children  Good basic literacy and numeracy skills-spoken and written

	<p>GCSE standard pass in English and Maths</p> <p>Good organisational skills</p> <p>Excellent interpersonal skills</p>
<b>Aptitudes</b>	<p>Must enjoy working with children and have the ability to develop excellent relationships with children, particularly children with Autism and SEN</p> <p>Valuing the importance of team working and a happy environment</p> <p>Good communication skills</p> <p>High expectations of children</p> <p>Valuing the importance of raising self-esteem in the children</p> <p>Positive attitude towards school, children and life in general</p> <p>Professional outlook, mindset and attitude</p> <p>An understanding of and respect for confidentiality</p> <p>Have a positive effect in the school beyond own classroom/base</p> <p>Commitment to developing the school as a community and integrating it into the community of Harlow.</p> <p>Use initiative and to be in tune with the teacher</p>

	Flexibility Sense of Humour!
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September 2018 ME/LC