Easington Colliery Primary School

Job Description

**Higher Level Teaching Assistant for ASD Mainstream Provision**

## Responsible to

The Inclusion Manager (as per the staffing structure plan for the provision)

## Purpose of Post

* To undertake a specialist role utilising relevant expertise to ensure that all students on the Autistic Spectrum are able to access the curriculum
* To address a wide range of childrens’ individual needs (relating to the triad of implements)
* To assist children in reaching their full potential and to support the implementation of strategies that will help AS children integrate into all aspects of school life
* To take a proactive role in the line management of Learning Support Assistants
* Ensure that the developmental needs of staff are both identified and responded to
* To deliver individual and small group teaching to children
* Assist the Inclusion Manager in the consistent use of whole school practices and policies
* Manage and develop the “Learning Space”

**Principal Accountability and Responsibilities**

* To take a lead role in supporting all aspects of learning for children
* To actively respond, and work flexibly, to childrens’ diverse needs both in and out of the classroom environment, and when circumstances dictate, provide support during the unstructured times, such as break and lunch times
* To support identified children by:
* Liaising with Key workers and Teachers, relevant outside agencies and professional services
* Assisting a designated teacher in creating behavioural contracts, child-centred and highly differentiated programmes and visual timetables
* Creating differentiated resources to support pupils’ individual needs
* Identifying and championing opportunities to develop successful social interaction and encouraging peer support
* Take a lead role in assisting children to join in group and oral work
* Encouraging childrens’ independence in all areas of life
* Working collaboratively with parents/carers, a broad range of professionals and voluntary bodies
* Ensuring children remain on task and complete set work, and that learning accurately reflects the targets on the Individual Education Plans
* Promoting self esteem by praising effort and ensuring identifiable success in the classroom
* Ensuring the safety and integration of students with physical and sensory difficulties
* Helping to manage childrens’ physical and medical needs as necessary [Training will be provided]
* To be proactive in the review of strategies and initiatives
* To plan and prepare specific interventions linked to individual need
* Ensure a weekly contact with teacher regarding planning
* Contribute to teachers’ planning from an inclusive perspective
* Devise programmes to meet childrens’ specific needs
* To actively participate in the delivery of a range of support programmes e.g., behaviour management classes, social skills, emotional literacy, PSHCE, etc.
* To assist the Inclusion Manager in providing advice, support and training for non-specialist colleagues on effective inclusive autistic practices – friendly strategies and approaches to assist in establishing an Autism-friendly learning environment
* To actively participate in CPD and the life of the school
* To provide detailed feedback to Key Workers, Teachers, Phase Leaders, Inclusion Manager and parents/carers
* Maintain a weekly contact with parents
* Monitor and record progress
* To contribute to the development, implementation and evaluation of Individual Education Plans, Behaviour Plans and reports for Annual Reviews/School Reports, and to ensure all records detailing childrens’ progress are both accurate and updated as per requirements
* To establish constructive relationships with children, and interact with them according to their individual learning and emotional needs
* To attend and contribute to regular review meetings
* To assist with the management of transition between classes and Key Stages as appropriate
* To support and supervise students during out of lesson times (e.g., before school, break times and lunch times, and on school visits, residentials and clubs
* To provide a range of clerical and administrative support to the Inclusion Manager
* To take part in regular in-service training and CPD, and to take responsibility for the on-going development of your professional skills and knowledge
* To accompany teaching staff on trips and school activities, and take responsibility for a named child/group under the general supervision of the teacher and/or Inclusion Manager
* To undertake additional duties that are commensurate with the level of responsibility of the post, as directed by the teacher/Inclusion Manager/Senior Leaders/Head Teacher
* To be aware of, and to comply with, policies and procedures, and to report concerns to an appropriate person in respect of all school policies and procedures including Equal Opportunities, Child Protection, Safeguarding, Heath and Safety, Confidentiality and Data Protection

*This Job Description may be amended at any time following discussion between the Head Teacher and member of staff, and will be reviewed annually.*

**Agreed:**

Date:……………………………………………………….

Signed ……………………………………………… Post Holder

Signed ……………………………………………… Head Teacher

The work of schools changes and develops continuously which in turn requires staff to adapt and adjust. Whilst the main duties and responsibilities of the post are set out above, the job description is not an exhaustive list of tasks and each individual task to be undertaken has not been identified. The duties and responsibilities above should not therefore be regarded as immutable but may change in line with national prescription on teachers’ terms and conditions of employment and/or any relevant school improvement priorities set from time to time. Any major changes will involve discussion and consultation with you.