



## JOB DESCRIPTION

<b>Job Title:</b> Teaching Assistant – ASD Resource	<b>Grade/Salary Range:</b>
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### JOB PURPOSE

- To assist the ASD Resource teachers in the smooth and effective running of the ASD resource
- To work in partnership with teachers, parents and other practitioners to support good progress and achievement for students in the Resource
- To support Resource students in their learning and development
- To encourage the social and emotional development of students in the Resource
- To encourage students with ASD to participate in all aspects of school life

### MAIN DUTIES AND RESPONSIBILITIES

- To work with colleagues in planning and delivering learning opportunities and support for students in the Resource
- To support the learning and development of Resource students as directed by the Resource teachers, in one to one, small group or mainstream classes
- To be involved in discussions about the assessment and evaluation of learning and support for students
- To support the evaluation of learning by marking work as directed by teachers
- To ensure students are encouraged to become independent, with a view to preparing them for adulthood
- To support the individual needs of students in the Resource, acknowledging the need for personalisation
- To provide welfare support for students, including assisting with personal care needs, and monitoring emotional wellbeing
- To promote and encourage appropriate behaviour of students
- To provide supervision of students as directed by the Resource teachers.
- To provide supervision of students on external visits, trips or other alternative curriculum arrangements under the direction of the Resource teachers
- To meet with parents (eg open evenings, planning meetings)
- To meet and liaise with external practitioners
- To maintain a safe environment for students, staff and visitors
- To provide administrative and other support as required (eg : collecting money, record keeping and filing, produce classroom displays.

### SCOPE OF JOB (Budgetary/Resource control, Impact)

No direct budgetary responsibility



## PERSON SPECIFICATION

<b>Job Title:</b> Teaching Assistant	<b>Department/Division:</b> ASD resource
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KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications And Training</b>	<ul style="list-style-type: none"> <li>A qualification in English/literacy and mathematics/numeracy, equivalent to at least Level 2 of the National Qualifications Framework with a pass at GCSE Grade C or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Completed training in relation to SEN</li> <li>Completed training in relation to ASD</li> </ul>
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> <li>Experience of working in partnership with teachers, parents and other practitioners</li> <li>Experience of working with students with SEN</li> <li>Knowledge of ASD interventions and strategies</li> </ul>	<ul style="list-style-type: none"> <li>Awareness of different approaches to working with children with SEN</li> <li>Knowledge of IT</li> <li>Experience of working with students with ASD in a mainstream school</li> </ul>
<b>Work-related Personal Requirements</b>	<ul style="list-style-type: none"> <li>Ability to be self-motivated and able to respond to a wide range of work environments</li> <li>Ability to work with a range of learners, responding to their individual needs</li> <li>Able to support and work in partnership with parents</li> <li>Able to work in what can be stressful situations</li> <li>To have good interpersonal skills</li> <li>Confidence in physical intervention</li> <li>To respect confidentiality</li> <li>The ability to develop constructive working relationships with school staff in a mainstream school</li> </ul>	
<b>Other Work Requirements</b>	<ul style="list-style-type: none"> <li>Commitment to own continuing professional development (CPD)</li> <li>Maintaining awareness/knowledge of educational thinking in relation to ASD</li> </ul>	