**ASD / SEN Teaching Assistant**

**Key Responsibilities and Job Description**

***Summary and overall purpose of the job:***

To work as part of the Resource Base Team and deliver high quality support to SEND students in order for them to make good progress in school.

**Responsible to the Resource Base Lead**

**To provide effective support for SEN students**

* To deliver high quality support for SEN students in-class, under the direction of the class lead, in order for students to make good progress in their learning.
* To work with fellow SEN Teaching Assistants to identify specific needs of each child
* To prepare lessons and resources with which to teach each child as frequently as is required
* To take into account the students’ special needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials.
* To develop an understanding of the special educational needs of the student/s concerned.
* Be able to plan and deliver bespoke interventions and manage the different behaviours that each child exhibits at every given time.
* To attend weekly Resource Base meetings
* To build and maintain successful relationships with students, and treat them consistently, with respect and consideration.
* To help promote independent learning.
* To help reinforce learning.
* To assist students with physical needs.
* To help students record work in an appropriate way.
* To develop study and organisational skills.
* To help keep the students on task and to build motivation.
* To model good practice.
* To help build the student/s’ confidence and enhance self-esteem.

**Working with the Class Teachers and Leads**

* To have formal and informal meetings with teachers/ leads to contribute to planning lessons / activities.
* To prepare materials and resources.
* To prepare students beforehand for a task.
* To work on differentiated activities with identified groups.
* To support the teacher in implementing specific teaching programmes
* To carry out structured classroom assessment/ observation and feedback outcomes.
* To be involved in keeping records and evaluating identified students’ progress.

**Working as a school team**

* To work as part of the team in relation to individual students, liaising, advising and consulting where appropriate.
* To support implementation of school policies and procedures, including those relating to confidentiality and behaviour.
* To identify personal training needs and to attend appropriate internal and external in-service training.
* Any other tasks as directed by the Head Teacher , Leadership team and ASD Lead which fall within the purview of the post.

**General**

* Promote equal opportunities and inclusion,
* Promote the school’s commitment to the continued professional development of all staff.
* Work within the school’s framework with regard to Health and Safety.
* Be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children.
* Report any Safeguarding concerns in accordance with the Trust Safeguarding Policy

**Person Specification**

**Qualifications / Experience and Personal Qualities**

**Education and Training**

* Minimum GCSE Grade C or above in Maths and English (or equivalent)
* Teaching Assistant qualification
* Current first aid/paediatric first aid certificate(desirable) or willingness to undertake first aid training

**Essential experience, skills and knowledge**

* Has the ability to break down information so it can be easily relayed
* Has the ability to relate and connect to children
* Good and effective communication skills so as to be able to determine the needs of each child and help them when necessary.
* Ability to carry out directed tasks, undertaking pupil interventions To be able to plan and deliver bespoke interventions and manage the different behaviours that each child exhibits at every given time.
* To prepare lessons and resources with which to teach each child as frequently as is required
* Experience of working with young children and their families in a multicultural environment

**Desirable experience, skills and knowledge**

* Experience of working across the whole Primary age range
* Previous experience working within a school environment

**About you**

* patient and has the ability to relate to those who are struggling
* Is a ‘can do’ person who works positively and collaboratively
* Is a strong team player
* Attentive and Patient