



## **JOB DESCRIPTION**

### **POST OF TEACHING ASSISTANT**

We are a specialist organisation supporting young people with Autism and Learning Difficulties, inclusive of complex communication, sensory and behavioural needs to access meaningful education and community living experiences.

We have a school and four residential care settings in Warrington, offering 52 & 38 week residential support and education day placements to young people.

#### Purpose and scope

The following details provide an overview of the main responsibilities attached to the post. The list is not exclusive and you will have ample opportunity to engage in a wide range of activities and duties.

#### Duties and responsibilities

1. To carry out appropriate schemes of work and programmes set out by the teaching staff and provide any relevant details where appropriate relating to the education of children.
2. To monitor and observe children under the guidance of teaching staff and provide any relevant details where appropriate relating to the education of children.
3. To assist in the provision of activities for the fullest development of the children. This may involve work outside the school base, including after school and holiday clubs.
4. To provide and support learning in the National Curriculum modified for pupils' needs and the extended curriculum, including independence and personal development.
5. Help the pupils and teachers to assess and record progress through the curriculum.
6. To know the changing needs and strengths and weaknesses of pupils and contribute to discussion regarding pupils reporting to teachers, care staff, social workers and parents.
7. To assist in the maintenance of discipline in the classroom and whole school in accordance with the school policy and be prepared to undertake training in Team Teach methods of control.
8. To encourage children to realise their full potential and have achievements acknowledged formally and informally.

9. To assist in the formulation and delivery of Individual Education Programmes.
10. To assist teaching staff in domestic care and general welfare of pupils in accordance with general guidelines provided, if and when required.
11. Assisting pupils in all aspects of their physical, social and emotional well being.
12. Providing a responsible level of care at all times.
13. Taking appropriate responsibility to ensure the health and safety of self and others.
14. To prepare resources and organise materials required by the class teacher.
15. To undertake personal development activities, as directed at personal supervision sessions.
16. Any reasonable request from the Headteacher, class teacher or line manager.

### **PERSON SPECIFICATION**

<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b><i>Education and Qualifications</i></b>	
A good level of literacy and numeracy skills	Previous experience of working with children with learning difficulties.
Qualified to Level 3 Teaching Assistant	Knowledge of Autistic Spectrum Disorder
Knowledge of safeguarding children	Knowledge of Picture Exchange Communication System, Makaton, signing
	First Aid

<b><i>Skills and Attributes</i></b>	
Willing to manage pupils' pastoral needs in a caring manner	A driver
	ICT skills

<b><i>Personal Qualities</i></b>
Interest and confidence in communicating with a variety of pupils who have a range of support needs.
Helpful, caring, welcoming personality, and a sense of humour.
Excellent communication and interpersonal skills.
Flexible attitude.
Good team player.
Commitment to continuing personal development.