

The Holy Family

Catholic School

a voluntary academy



POST TITLE: Teaching Assistant – Resource Provision (Autism)

Salary: Band 6 Point 6

Responsible to: Head of Resource Provision (DSP),
Teacher of Students with ASD

Role Summary

The Resource Provision offers an enriched, individually oriented curriculum within an integrated setting where the student can learn alongside their peers at a pace and with support that suits their needs. The aim of the provision is to support students to gain independence in both their learning and their personal and social skills whilst encouraging them to achieve their academic potential.

The prime objective of the post is to undertake work/care/support programmes, to enable access to learning for students and to assist the teacher in the management of students and the classroom. Work may be carried out in the classroom or outside the main teaching area. To act as key worker of named students and liaise with staff and professionals with regards to that student.

Personal Qualities

- A commitment to the general Catholic ethos of the school
- Initiative and a clear sense of responsibility
- A clear understanding of outstanding practice for learning
- A commitment to the idea of continual improvement
- An ability to think strategically and listen to staff, students and parents
- A clear understanding of the impact technology can have on learning
- Able to promote a sense of fun, enjoyment and achievement
- Able to disseminate information with clarity
- An ability to foster a strong sense of belonging with students and a sense of collegiality with staff
- Committed to helping all our students achieve their best
- Good communication skills with a wide range of audiences
 - Emotionally robust and personally resilient

- Adaptable and flexible in approach
- Keen to uphold the standards of the school, within the policies and established practice

Key Tasks and Activities

- Supervise and provide particular support for students, with special needs, ensuring their safety and access to learning activities
- Establish constructive relationships with students and interact with them according to individual needs
- Promote the inclusion and acceptance of all students
- Encourage students to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to students in relation to progress and achievement under guidance of the teacher
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students' work
- Provide detailed and regular feedback to teachers on students' achievement, progress, problems etc
- Monitor students' responses to learning activities and accurately record achievement/progress as directed
- Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Provide clerical/administration support eg photocopying, typing, filing, money, administer coursework etc
- Use strategies, in liaison with the teacher, to support students to achieve learning goals
- Assist with the planning of learning activities

- Administer routine tests and invigilate exams and undertake routine marking of students' work
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses
- Undertake programmes linked to local and national learning strategies eg literacy, numeracy, KS3, recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop students' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of students out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- To support, uphold and contribute to the development of the School's Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community.

This job description will be reviewed at the end of the academic year or earlier if necessary as part of the Performance Management cycle. In addition it may be amended at any time in consultation with the post holder.
