



The Market Weighton School



JOB DESCRIPTION Teaching Assistant Level 2 (SCP 4)

Job title: Teaching Assistant Level 2

Reporting to: SENCo

Purpose of the job: The main purpose of the job is to support the teaching of pupils with Special Educational Needs diagnosed with Autism Spectrum Disorder or Asperger's Syndrome in line with an agreed educational plan as part of the school's specialist provision for autistic pupils.

Experience required: Appropriate qualification (such as ELSA) and experience of working with students with Autism Spectrum Disorder or Asperger's Syndrome.

Principal accountabilities:

- Developing an understanding of the specific needs of the pupil(s) to be supported taking into account the type of support involved.
- Undertaking activities with either individuals or groups of pupils to ensure their safety and facilitate their physical, emotional and educational development, by for example: clarifying and explaining instructions; ensuring the pupil is able to use equipment and materials provided; assisting in identified areas, e.g. language, behaviour, reading, spelling, numeracy, handwriting/presentation, and the use of ICT; helping pupils to concentrate on, and finish work set; meeting the physical needs of pupils as required whilst encouraging independence; liaising with the class teacher, SENCO and/or external support teacher about individual education plans (I.E.P.s) and pupil progress; developing appropriate resources to support the pupil(s).
- Assisting teaching staff (and other professionals as appropriate) in the planning and devising of learning and behaviour programmes for individual and groups of pupils.
- Participating in the implementation and evaluation of the support programme.
- In conjunction with the class teacher (and other professional as appropriate) developing a system of recording the pupil(s) progress.
- Contributing to the review of pupils' progress either verbally, in writing or through attendance at review meetings, as appropriate.
- Contributing to the assessment process with the teacher.
- Produce written reports to support the EHCP review process and track progress.
- Carrying out administrative tasks associated with the above duties as directed by the teacher, i.e. photocopying, writing short reports concerning individual pupils.
- Assisting in the maintenance of wall displays.
- Providing regular feedback about the pupil(s) to the class teacher or line manager.
- Meeting with SENCO, co-ordinators of Key Stage or curriculum areas, and other teachers, on a regular basis to discuss issues relevant to the area in order to improve practice in the whole area.
- Supporting teaching staff in the development of home/school links.
- Assisting in the smooth transition of pupils between educational phases
- Administering personal care or minor first aid (where trained). Helping with educational visits and outings.
- Attending staff meetings, teacher training days, and training courses as appropriate.

The post holder may also be asked to provide support in other areas of the school when necessary and as appropriate to their role.

General Information:

1. The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
2. The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the post holder's responsibility to take

reasonable care for health and safety and welfare of him/herself and other employees in accordance with legislation.

3. The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.
4. East Riding of Yorkshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.