

## Chaddesley Corbett Endowed Primary School



### JOB DESCRIPTION

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| <b>POST TITLE:</b>            | Autism Resource Centre Teaching Assistant                                  |
| <b>DIRECTORATE:</b>           | Children's Services  |
| <b>SCALE:</b>                 | TA2  |
| <b>CONDITIONS OF SERVICE:</b> | Term time only 32.5hours per week<br>39 weeks per academic year (195 days) |
| <b>REPORTING TO:</b>          | Deputy Headteacher / Leader of the Autism<br>Resource Centre (ARC)         |

### MAIN PURPOSES OF ROLE:

To support the teacher/leader with their responsibility for the development and learning process by providing high quality care and education for children with Special Educational needs within the Autism Resource Centre (ARC). To work within a team supporting children with a diagnosis of ASD and other complex needs.

### QUALIFICATIONS:

Candidates should be able to offer basic appropriate qualifications, i.e. CSE/GCSE. Childcare qualifications at NVQ Level 2 e.g. BTEC, NNEB, CACHE or an equivalent. It is essential to have experience working with children with ASD and/or complex needs.

### KEY ACCOUNTABILITIES:

Under the direction of the leader of the ARC or designated supervisor.

- Supervise the activities and facilitating all areas of development for the children with SEN, being mindful of maintaining a safe and secure environment.
- To assist the leader of the ARC or designated supervisor in the planning of work for the children with SEN. To prepare resources, implement, monitor and review of appropriate programmes of support.
- To observe, assess and monitor progress, reporting individual needs to the leader of the ARC or designated supervisor as appropriate.

- To prepare and organise resources for learning including the checking and maintaining of equipment and materials, ordering stock when necessary.
- To ensure that the children are able to safely use a range of equipment and materials provided.
- To facilitate good communication between carers/parents and other adults in the child's network, regarding the child's provision map.
- To support pupils in partnership with outside agencies, as agreed in a provision map, attending appropriate multi-agency meetings when required.
- To be aware of and work within school policies and systems, adhering to and maintaining school routines and codes of conduct, and supporting the ethos of the school.
- To maintain confidentiality.
- To keep written records and contribute to reports, as requested, in accordance with school policies and procedures.
- To promote pupil independence in learning, and reinforcing self-esteem and confidence through praise and encouragement.
- To prepare and support the child with transitions between settings.
- To assist with the support of activities within and away from the classroom, e.g. outside visits.
- To input pupil data into the school tracking system, as required.
- To participate in team meetings and training activities, as requested.
- To assist at an appropriate level with the provision of general care and welfare of the child including:
  - Assistance with the personal hygiene routines, e.g. toilet training, changing of incontinent children, dressing and undressing.
  - The changing of soiled clothing including the disposal in the appropriate way.
  - Assisting with children's injuries and where qualified, administering basic first aid.
  - Following consultation and agreement, to assist with the administering of medicines under the direction of the appropriate medical staff.
- To assist with the identification and monitoring of child's general health and welfare.

- Prioritise the safeguarding and welfare of children in alignment with 'Keeping Children Safe in Education (KCSIE)' by creating a secure environment, being vigilant for signs of abuse, adhering to safeguarding policies, promoting well-being and promptly reporting concerns to the Designated Safeguarding Lead.

**OTHER DUTIES:**

- To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training activities.
- To supervise children at lunchtimes.
- To undertake such other duties and training as may be reasonably required and which are consistent with the general level of responsibility of this post.
- To undertake health and safety duties commensurate with the post and/or as detailed in the school's Health and Safety Policy.

**Supervisory Responsibility**

None

**Supervisory Received**

Leader of the ARC, Deputy Headteacher

Posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

For posts in regulated activity, the DBS check will include a barred list check. It is an offence to seek employment in regulated activity if you are on a barred list.

Any convictions listed on a DBS check will be considered on a case-by-case basis.

All information provided by applicants and the DBS will be treated in strictest confidence in accordance with the DBS's Code of Practice.

As part of the recruitment process, online checks will be carried out as a matter course.

The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for the post.

We are also committed to securing genuine equality of opportunity, in all aspects of our activities as an employer and education provider.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.

Signed.....(Post holder)      Date.....

Signed.....(Manager)      Date.....

**Jayne Edwards**

Date Reviewed .....

Next Review Date.....