



JOB DESCRIPTION

POSITION: APR TA

SCALE: APT&C Scale 5 (point 22-25)

HOURS & PAY: 35 Hours per week, Term Time only. Actual pay = £18,937

PURPOSE OF JOB:

- To meet the needs of designated students who have been identified as having an Autism Spectrum and Communication condition, learning needs, complex needs or Social Emotional and Mental Health difficulties through delivering targeted provision
- Work with teachers as required, meeting the needs of all students with complex needs, including those students identified as requiring school action
- This may involve manual handling, assistance with students' bodily functions, auxiliary medical care and the management, under guidance, of difficult behaviours. An additional requirement is the ability to display high levels of initiative and responsibility and to work with a significant degree of independence in the school, community and home settings

MAIN ACTIVITIES:

- Work closely with colleagues across the school to promote the inclusion and acceptance of all pupils with an ASC.
- Act as a Key Worker to designated students and be responsible for their plans.
- Set challenging and demanding expectations and promote self-esteem and independence of designated students.
- Implement strategies that enable students with an ASC including behaviour and emotional and social needs to meet their learning objectives and progress targets. This will include providing individual support to students and groups of students both in lessons and in other contexts.
- Provide information for discussions and meetings with teachers.
- Contribute to multi-disciplinary meetings by providing reports.
- Contribute to Annual Review of Statement by providing reports.



- Cover for absent colleagues where necessary
- Post holder would be responsible for maintaining and keeping records accurate of their individual(s) student as well as keeping daily, behavioural/ social and academic records.
- Encourage pupils to interact with others and engage in activities led by the teacher; promote good pupil behaviour and encourage pupils to interact with their peers in a positive way.
- Assist with the provision of exam special arrangements for identified students.
- Liaise with parents/carers of identified students; ensure that there is regular communication with and reporting to parents/carers and that all paperwork is completed accurately and in a timely manner, in particular for review purposes.
- Liaise with key stakeholders for the purpose of transition visits as well as ensuring progress for students. Other liaisons include external agencies, including educational psychologists and specialist learning support services.
- Work closely with teaching staff to develop strategies when working with ASC students; To participate in the evaluation of the support programme.
- Be responsible, in the school setting, for the health, safety and welfare of pupils with SEN.
- Provide support for colleagues in the implementation of behaviour programmes and physical intervention strategies as a response to student crisis and challenging behaviour
- Carry out, under guidance, auxiliary nursing activities in respect of pupils who may have limited physical independence and/or may require specific medical supervision.
- Assist in the physical management of pupils with ASC.
- Implement, as appropriate, paramedical programmes as determined by therapists.
- Be conversant with and use appropriate signing system.



Other Specific Duties:

- To be able to support ASC students in an Additionally Resourced Provision (ARP) as well as in the mainstream setting.
- Assist in the supervision of students as required, for example in exams, on trips and at breaks.
- The post holder will be required to demonstrate a continuous positive commitment to the school's policies including those relating to safeguarding children, health & safety, and equal opportunities.
- Implement and follow all school and LA policies and procedures, including giving due regard to the schools equal opportunity policy.
- Ensure all work is appropriately documented and kept up-to-date.
- Keep abreast of current legislation and developments in relation to special educational needs and attend training where appropriate.
- Participate fully in the School's Self-Review, Performance Management/Staff Review and School Improvement Plan procedures.
- To be able to prepare resources for individual pupils.
- To attend in service training and relevant meetings relevant to the post in order to keep up to date with developments in working with children with an ASC.
- Provide support for ASC individual pupils inside and outside the classroom to enable them to fully participate in activities
- To use a wide range of techniques in order to communicate with ASC students i.e., Makaton, PECS
- Contribute to the development and implementation of TEACCH programmes for pupils



PERSON SPECIFICATION

Skills and Aptitudes

- Have experience of supporting pupils with autism is essential
- Good skill/aptitude levels in dealing with adults and young people with an ASC
- Ability to work with a wide range of individuals and external agencies
- Good communication skills (written and oral) and administrative skills
- Effective use of ICT and a range of stimulating material to support learning
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
- Strong interpersonal skills
- Needs to be highly organised
- To be able to work on their own initiative when needed

Qualifications & Experience

- Level 4 qualifications with a degree is desirable
- Minimum level 2 qualifications or equivalent in English and Maths.
- A related SEN related qualification would be preferable
- Ideally the post holder should be trained in TEACCH, PECS and Makaton
- Have a proven track record of working on a 1-1 basis as well in mainstream with ASC students
- Understanding of relevant policies/codes of practice and awareness of relevant legislation
- Good understanding of child development, behaviour and learning
- Experience of working with young people with complex learning difficulties
- Knowledge and experience of procedures and legal requirements related to Child Protection and Safeguarding
- Outstanding record of attendance and punctuality

Qualities

- High levels of integrity trust and endeavour
- Self-confidence and a calm approach when dealing with challenging and difficult circumstances
- A sense of ambition and empathy for all learners
- A self-starter who can set and meet deadlines and prioritise
- A problem solver who always wants to achieve better levels of service
- Approachable, flexible and with sound judgement