

## **Learning Support Assistant for students with Autism (Mainstream Provision)**

- Responsible to:** Headteacher, Head of ASC Provision
- Responsible for:** Progress and learning on the part of students
- Hours:** 26 Hours and 40 minutes per week Term Time only plus 5 training days pro-rata  
To be worked between 8.55 -2.55 (To be arranged within the unit to meet the needs of the students)
- Scale:** NJC level 2a points 3-4. Salary negotiable according to experience: range. Actual salary: £11,388 to £11,615 pa
- Job purpose:** To work under the direction of the Head of ASC Provision as a team member to help students access the curriculum and modify learning materials

### **Main Duties and responsibilities**

- To work to the direction of the Head of ASC Provision and the Lead Teaching Assistants, to support the set-up of individuals' schedules and work systems
- To support individual students to access the curriculum i.e. to facilitate access to lessons, reinforcing the teacher's instructions in a visual format
- To lead small group activities based on a SoW, as directed by the Head of ASC Provision and the Lead Teaching Assistants, to support students learning
- To help in the preparation, organization and planning of classroom resources including making adjustments in classroom layout
- To feedback information to the Head of ASC Provision and the Lead Teaching Assistants on any observed difficulties in understanding or skills
- To help supervise students at designated break times as directed by the Head of ASC Provision
- To contribute to discussion of student targets in the process of Annual Reviews
- To respect the confidentiality of information relating to students and their families
- To be willing to undertake training consistent with developing skills relevant to your duties and responsibilities
- To help provide a positive ethos within the school so that students feel secure
- To practice and promote fair and equal treatment of staff and students in the performance of their duties

- To be aware of the Prevent Strategy and be able to protect students who are vulnerable or at risk of being radicalised
- To be aware of the Safeguarding Policy at Mark Rutherford School and be responsible for applying that policy correctly and in a timely manner to safeguard the students in the school
- To be prepared to undertake such duties as may be required by the Headteacher
- To attend department and staff meetings as required

Sept 2019