



JOB DESCRIPTION

Name:

Job Title: SPECIAL NEEDS TEACHING ASSISTANT (ASD BASE)

Grade: 3

Job Location: USWORTH COLLIERY PRIMARY SCHOOL Hours worked: 37 hours

Directorate: Children's Services

Responsible to: The Head Teacher

Purpose of Job:

To support and assist teaching staff, both in and beyond the classroom, as part of a professional team, contributing to raising standards of pupil achievement and pastoral care. To undertake a range of learning activities under the professional direction and supervision of the Headteacher/teachers, in line with school policy and procedures.

General Professional Duties:

To carry out the role of SEN teaching assistant (ASD Base) as outlined.

Principle Responsibilities:

To perform in accordance with any directions which may be reasonably given by the Head Teacher from time to time, such particular duties with reference to the support for pupils, staff, curriculum & school.

Main Duties

Support for the Teacher:

- Assisting in the preparation and reproduction of learning materials and the management of resources.
- Assisting in the deployment and setting up of equipment and resources and making them ready for use in order to organise the teaching environment.
- Overseeing the care and cleanliness of the teaching environment, equipment, apparatus and materials.
- Assisting in the preparation of display materials and the copying and duplication of teaching materials.
- Supporting teaching staff or senior colleagues with routine administration, i.e. filing reports, distributing leaflets and reports
- Contributing to the assessment of pupils' progress and development as directed by the teacher through observations, basic record-keeping and discussion with the teacher (for example contributing evidence to the planning and production of IEP).

Support for the Pupils:

- To provide classroom support or withdrawal of groups as agreed with teaching staff
- To assist in assessment recording and reporting of pupil progress in order to inform the next stage of teaching and learning
- Supporting pupils both in and out of the classroom, fostering participation both socially and academically, and encouraging them to become more independent learners
- Developing intervention programmes (both planned and immediate) after discussion with teaching staff for specific groups of pupils dependent upon their needs. Logging all intervention work completed, planning next steps and sharing findings with teachers.
- Listening to pupils read on a regular basis, commenting in home school books and questioning appropriately.
- Assisting individual pupils or small groups of pupils in classroom activities under the specific direction of the teacher and/or other support staff.
- Maintaining awareness of pupils' needs and targets.
- Promoting the care and welfare of pupils under the general direction of teaching staff or other members of the support staff, including duties in connection with personal hygiene.
- To assist in the supervision and management of pupils at lunchtimes.

- To attend to sick and injured pupils or pupils who require changes of clothes/cleaning because of soiling etc
- To organise, maintain, distribute and update records of pupils medical conditions
- To maintain records of pupils who are referred by staff because of accident or injury and to be responsible (as far as is practicable) for contacting parents where further action is required.
- To administer prescribed medication and maintain records of this administration
- Assisting in the provision of activities for the fullest development of the pupils which may involve work outside the Base, in mainstream and in the local community.
- Having and applying a higher level of understanding of SEN (particularly ASD), as determined by the SEN Code of Practice.

Support for the School

- Assisting in maintaining a safe environment for pupils and staff.
- Accompanying teachers and classes on educational visits as required.
- Assisting in the supervision of pupils during the day and in the playgrounds/school grounds as required.
- Assisting in ensuring that pupils adhere to the behaviour policy of the school and providing feedback to teaching staff and senior colleagues on the effectiveness of strategies used.
- Supervising and supporting activities before and after school where appropriate, e.g. breakfast club, after school activities, etc.
- Contributing to preparing reports on pupils as appropriate.
- To support pupils through liaison with parents and other agencies as appropriate, including the provision of reports for review meetings as required
- To support the school team in raising standards by furthering the ethos of inclusion and translating school policy into practice.
- Assist curriculum team leader/subject leaders to achieve points on action plans, be involved in monitoring of teaching and learning of a specific subject and assist in the collection/updating of evidence subject portfolios.

General Requirements

- Attending and participating in training and development activities as required.
- Participating in professional development and review.
- Attending meetings, liaising and communicating with colleagues in the school, outside agencies and other relevant bodies.
- Being an effective role model for the standards of behaviour expected of pupils.
- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and the local education authority.

Professional Values and Practices

- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
- Treating pupils consistently with respect and consideration, and being concerned with their development as learners.
- In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
- Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
- Reflecting upon and seeking to improve personal practice.
- Working within schools policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
- Recognising equal opportunities issues as they arise in the schools and responding effectively, following schools policies and procedures.
- Building and maintaining successful relationships with pupils, parents/carers and staff.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council. They must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

The post holder must carry out their duties with full regard to the Council's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Council Policies. They must comply with the Councils Health and safety rules and regulations and with Health and Safety legislation.

Written by Alison Forster (Headteacher)

Date: June 2026

Signed LSA Date

Signed HT Date