

JOB DESCRIPTION

Post Title:	Teaching Assistant
Location:	The Satellite Provision part of the Bridge Trust
Contract:	Permanent contract, Full time
Responsible to:	The Headteacher
Responsible for:	Pupils.

Job Description

Purpose of the post

To work as part of the classroom and wider school team to enable autistic pupils and pupils with associated special educational needs to access education, make progress and develop increasing independence. The LSA supports high-quality teaching and learning under the direction of the teacher and/or HLTAs, while promoting communication, emotional regulation, positive relationships, personal development and Preparation for Adulthood.

Key responsibilities - teaching and Learning

- Work under the direction of the teacher and/or HLTAs to support high-quality teaching and learning.
- Understand the intended learning and support pupils to work towards agreed outcomes.
- Reinforce explanations, vocabulary, concepts and instructions.
- Support individuals and small groups as directed.
- Encourage pupils to attempt tasks independently before increasing adult support.
- Use appropriate prompting and reduce support where pupils are ready.
- Provide teachers with accurate feedback about engagement, understanding and progress.
- Prepare resources and support learning environments as required.

Supporting pupils with SEND

- Develop an understanding of pupils' strengths, needs and agreed strategies.
- Implement relevant approaches within EHCPs, pupil profiles and individual plans.
- Support communication, social interaction and emotional regulation.
- Recognise barriers to learning and communicate concerns appropriately.
- Use agreed Positive Behaviour Support approaches consistently.
- Maintain clear, calm and consistent expectations.
- Promote dignity, autonomy, pupil voice and age-appropriate expectations. Develop a detailed understanding of pupils' strengths, needs and agreed strategies.

Promoting Independence

- Use the least intrusive level of support needed for successful participation.
- Avoid completing tasks pupils are able to attempt themselves.
- Support pupils to make choices, solve problems and communicate when they need help.
- Develop organisation, self-management, functional and life skills.
- Support community learning and Preparation for Adulthood.

Teamwork, recording and professional responsibilities

- Work collaboratively with teachers, HLTAs, LSAs and specialist professionals.
- Follow reasonable direction and agreed classroom approaches.

- Contribute observations to planning, review and assessment discussions.
- Record significant information accurately using agreed school systems.
- Maintain confidentiality and appropriate professional boundaries.
- Participate in briefings, meetings, training and supervision as required.
- Demonstrate professional standards of attendance, punctuality and conduct.

Safeguarding

- Safeguard and promote the welfare of pupils at all times.
- Follow the school's safeguarding and child protection procedures.
- Remain professionally curious and report concerns immediately through agreed procedures.
- Maintain accurate awareness of pupil whereabouts and follow attendance procedures.
- Follow online safety, confidentiality and information-sharing requirements.
- Contribute to a culture in which pupils feel safe, listened to and respected.

The above-mentioned duties are neither exclusive nor exhaustive, duties and responsibilities of the post may change as requirements and circumstances change. The post holder will be required to carry out duties as requested by the headteacher that are broadly within the level of the post

Person Specification

	Essential	Desirable
Qualifications & knowledge	Good literacy and numeracy; understanding of the LSA role; understanding of safeguarding; willingness to undertake relevant training.	Relevant Level 2/3 supporting teaching and learning qualification; knowledge of autism, neurodiversity or SEND.
Experience	Experience of working effectively with children, young people or within a team; able to follow agreed plans, instructions and procedures.	Previous school or specialist SEND experience; experience supporting autistic pupils.
Skills & attributes	High expectations; calm, patient and reliable; clear communication; able to use initiative appropriately; reflective; collaborative; committed to inclusion and safeguarding.	Knowledge of Positive Behaviour Support, EHCPs, communication/regulation strategies or Preparation for Adulthood.