



## Job Description

<b>Job Title:</b>		ASD Support Assistant			
<b>School:</b>		Benfield School			
<b>JE Code:</b>	AA3730	<b>Evaluation:</b>	427 Points	<b>Grade:</b>	N4
<b>Date:</b>	November 2013		<b>Status:</b>	Final	
<b>Job purpose:</b>		To support pupils with ASD both within the specialist provision (ARP) and the wider school. To assist with the whole school development of ASD. To provide classroom support for targeted pupils under the direction of the teacher and to respond to pupils' needs. To contribute to the care of the ARP pupils for part of the extended school day.			

### Main responsibilities

#### General

1. Undertaking activities, as directed by the ARP Management and classroom teacher, with individuals or small groups of pupils.
2. Demonstrating initiative and independence.
3. Providing clerical/admin support, e.g. photocopying, typing, filing, collection of money, administer coursework and exams.
4. Be active in the development of Autistic Friendly Status.
5. Undertaking routine invigilation and marking

#### Classroom Organisation

6. To be responsible for the organisation, centre maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment.
7. Assisting in the preparation, maintenance and repair of books, apparatus and equipment, to include cataloguing and stocktaking of all resources.
8. Preparing pupils' work for display in the centre and around the school.
9. Demonstrating creativity in assisting with the practical resourcing of the centre.

## **Specialist Skills**

10. Providing specialist support to pupils with identified ASD
11. Assisting in the provision of providing a dedicated specialist centre for identified pupils
12. Working with specialist staff and supporting the delivery of learning programmes
13. Arrange and accompany pupils on excursions and other activities including independence skills training programmes.
14. Represent the school at appropriate meetings and conferences related to ASD. Liaise within the school between teaching staff, senior staff, support staff and families.

## **Pupil Support**

15. Working with pupils directly on curriculum related tasks under the direction of the ARP Manager and the classroom teacher.
16. Assisting in the delivery of all aspects of support to pupils including assessment, recording and reporting procedures and maintenance of Learning Passports (IEP's) under the guidance of the ARP Manager.
17. Giving relevant feedback to the teacher regarding the social, emotional and physical needs of pupils thus offering the teacher support in their assessment.
18. Assisting with monitoring and evaluating the learning environment provided for the pupils in his/her care and use this evaluation to help make necessary changes and developments within the classroom.
19. Following the school policy documents and schemes of work to keep updated with school and National Curriculum documentation.
20. Promote attendance of ARP pupils at mainstream after school clubs; providing advice and support to club staff.
21. Plan and lead lunchtime activities.

## **Welfare and other duties**

22. Creating a safe and ASD friendly centre.
23. Ensuring pupils are safe in the wider school including after school clubs.
24. Supervising pupils during informal periods of the day and at the handover at the end of the school day and after clubs.
25. Providing general care and welfare by responding to the specific needs of ARP pupils
26. Contribute to school award system.

**Trust responsibilities:**

27. Work to fulfil the vision and values of the trust.
28. Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
29. Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
30. Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
31. Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
32. Participate in appraisal, training and development and other activities that contribute to performance management.
33. Attend and participate in regular team and 1:1 meetings.