

**REMARKABLE AUTISM LTD**

**JOB DESCRIPTION**

<b>Job Title:</b>	Teaching Support Assistant (TSA) – Level 2
<b>Responsible to:</b>	CEO / Head of Adult Services
<b>Directly Reporting to:</b>	Teacher <i>(In the absence of the teacher, report to Autism Educational Practitioner)</i>
<b>Staff Reporting Directly to:</b>	N/A
<b>Salary:</b>	NJC 4 - 7

**Main Purpose of the Post**

1. To carry out the professional duties of a TSA upholding the aims, ethos and philosophy of the company established by the Trustees
2. To adhere to all policies as validated by the CEO, Head of Adult Services, Governing Body and Trustees.
3. To be an effective professional who demonstrates commitment to excellence in work/care/support programmes to enable access to learning and to assist the class teacher in the management of students/learners and the learning environment.

**General Responsibilities**

**Under the direction of the Head of Adult Services:-**

1. Work harmoniously with other staff to provide a caring, happy environment together with a well-structured programme for the Educational development of each young person.
2. To play an active part in promoting good public relationships in the locality so as to increase public awareness of, and support for, the aims and objectives of the organisation.
3. To attend case conferences, staff meetings, INSET, extended school services, parents meetings and special events/celebrations as requested by the CEO or senior staff.

**Specific Duties and Responsibilities**

**Support for teachers**

1. Carry out programmes of work devised and monitored by the class teacher and implement appropriate activities.
2. Facilitate, monitor and formatively assess (AfL) with individual students or groups of students as directed by the class teacher

3. Assist the teacher and all Teaching Assistants in the management of students and the learning environment.
4. Assist with the development and implementation of individual education trackers, behaviour support programmes and personal intimate care programmes such as toileting and eating. On occasion, this will necessitate one-to-one supervision.
5. Adapting teacher prepared learning resources according to individual need ensuring the environment is conducive to promoting further learning.
6. Establish constructive and supportive relationships with parents, carers and other professionals, e.g. speech therapists
7. Working alongside multidisciplinary professionals by assisting with the planning and delivery of relevant therapy programmes including hydrotherapy, rebound, sensory diets, physiotherapy, occupational therapy, cognitive behaviour therapy, speech and language
8. Under the direction of the class teacher:
  - a. Prepare and present displays within the classroom/learning environment
  - b. Implement strategies to provide specialist support to students with special educational needs and provide tailored interventions to support student's primary and secondary needs.

#### Support for students

1. To enable access to learning and maximise student learning outcomes within the context of well structured autism-specific programme of educational and social opportunities.
2. Supervise and support students ensuring their safety and access to learning in a variety of contexts; classroom, work-placement; community/travel training. These sessions can be as a small group or 1:1 activity.
3. Provide emotional physical and specialist support so students are able to access the curriculum and participate fully in college activities.
4. Provide opportunities for and facilitate students throughout the day to interact with others and engage with teacher/TSA led activities.
5. Establish constructive relationships with students, acting as a role model and interact with them according to individual need.
6. Ensure expectations set by the teacher are both challenging and demanding according to individual needs for the students
7. Use formative assessment (AfL) and provide feedback in order to drive learning forward. This should be under the direction of/in liaison with the teacher and in accordance with the assessment, recording and reporting policy.
8. Administer basic first aid where appropriately trained.
9. Assist in supporting and witnessing of medication where training has been undertaken.
10. Promote self-esteem and independence as appropriate.

11. Support students to develop their skills of independence, resilience and confidence and self-esteem;
12. To support the invigilation of examinations and tests
13. Know how to contribute to effective personalised provision by taking practical account of diversity.

### **Support for the college**

1. Ensure that matters concerning individual students/learners are kept strictly confidential to the college.
2. Ensure that no person inflicts corporal punishment at any time.
3. Maintain the highest degree of personal and professional integrity at all times.
4. Become familiar with Remarkable Autism Ltd fire, health and safety regulations and ensure they are strictly observed.
5. Supervise student placements and volunteer helpers as required.
6. Carry out any other duties as are within the scope, spirit and purpose of the job, the title of the post and its grading

### **Common Responsibilities**

1. Be aware of and comply with policies and procedures relating to safeguarding, health and safety, security confidentiality and data protection, reporting all concerns to an appropriate person.  
**NB. Failure by a member of staff to report actual or reasonably suspected physical, sexual or emotional abuse or neglect of a child or vulnerable adult is a disciplinary offence.**
2. Ensure all students have equal access to opportunities to learn and develop.
3. Attend staff meetings, parents evenings/workshops and planned after college events as required.
4. Contribute to the overall aims, ethos and work of Remarkable Autism.
5. Use specialist knowledge, skill, experience and training to act as a mentor to others, providing appropriate guidance and supervision as appropriate.
6. Appreciate the role of, support and work with other professionals e.g. Therapists.
7. Maintain continuity and consistency and ensure good communication by attending relevant meetings e.g. behaviour support meetings, staff meetings, parents' evenings and annual reviews, some of which will take place out of school hours.
8. Set a good example in terms of dress, punctuality and attendance.
9. Participate in training, including INSET days, external courses and conferences in order to keep abreast with current trends and ensure continued professional development.

10. Accompany students on visits, trips and out of college activities as required which will necessitate one to one supervision.
11. Use positive behaviour management strategies (PROACTSCIPrUK) emphasising team building, personal safety, communication, and verbal and non-verbal de-escalation techniques for dealing with challenging behaviour reducing the need for physical intervention.
12. In accordance with training received, use positive handling techniques to resolve conflicts in ways that are safe, and which provide opportunities for repair and reflection for everyone involved.
13. Following training carry out the administration and witnessing of student medication.
14. Carry out specific tasks as required by the Head of Adult Services.

It is a requirement upon all staff to report (to the designated Safeguarding Lead, Chief Executive, Head of Adult services, or the Governing Body, or other approved inspectorate with which the service has an agreement for inspection under the Children Act 1989, or to the local social services authority or to the police) any concerns they may have about practices in the service, or the behaviour of colleagues, which they consider likely to put at risk of abuse or other serious harm. Staff have a duty to prevent vulnerable students/learners or colleagues from being drawn into terrorism and are required to report any concerns following the Company's Safeguarding Prevent procedures.

Remarkable Autism Limited provides a guarantee that the procedures will be invoked in ways that do not prejudice any whistle blower's own position and prospects if they have reported an allegation or concern in good faith.

It is now a requirement that your job description makes it clear that failure by a member of staff to report actual or reasonably suspected physical, sexual or emotional abuse or neglect of a student is a disciplinary offence.

### **Additional information**

The work at Remarkable Autism for those working directly with the service users can on occasion be physically demanding and employees must be able to undertake in full the requirements of the job and requisite training.

For the safety of staff and the service users, training will be provided to assist employees to carry out their role, specifically PROACTSCIPrUK, Moving & Handling, First Aid and Health & Safety training (this provides staff with the skills to carry out the sometimes necessary holds in a reasonable and proportionate manner. Employees will be required to fully participate in all training.

Having a disabling condition does not preclude you from working for Remarkable Autism. However you should make Remarkable Autism aware of any adaptations required to enable you to undertake the work.

### **Confidentiality**

Maintain confidentiality for all areas of Remarkable Autism Limited, its staff and its work. The nature of the work within the service entrusts people with confidential information about the students, their families and staff. Any breach of this confidentiality will constitute gross misconduct.

Note: This job description reflects the present requirement of the post. As duties and responsibilities change and develop, the job description will be reviewed and subject to amendment.

**Remarkable Autism Limited operates a safe recruitment process. Appointment to the post will be subject to suitable references and an enhanced Disclosure Barring Service check including the child and adult barred list. Remarkable Autism Limited is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

Signed and accepted:.....

Print name .....

Date:.....