**Job Description: HLTA for autism provision**

**Reporting to: Head of Autism Provision**

**Location: The Viaduct at Ark Brunel Primary Academy**

**Contract: Permanent**

**Working Pattern:** **Term Time only – 8am to 4.30pm**

**Salary:**  **[Ark Support Scale 6: Pay Points 8-19] £28,998-£34,452 (pro rata, actual salary £27,714-£32,927)**

The Role

Ark Brunel is delighted to offer this vacancy in its growing Specialist Resourced Provision for children with Autism. You will provide a higher level of support for teaching and learning under the direction of the Head of Provision for pupils attending the provision. You will have a small teaching commitment covering teachers’ PPA. This a wonderful opportunity for an experienced practitioner, who has good knowledge of how to support pupils with autism and who wishes to develop their management and leadership skills.

Key Responsibilities

**Learning Support**

* Use specialist (curricular/learning) skills/training/experience to support pupils with autism.
* Lead learning and activities as agreed by the Head of Provision.
* Assist with, and plan for, learning activities.
* Create and maintain a purposeful, orderly and supportive environment.
* Use strategies, in liaison with the teacher, to support pupils to achieve learning outcomes.
* Monitor pupils’ responses to learning and accurately record achievement/ progress as directed and provide detailed and regular feedback to teachers about pupils’ achievement and progress.
* Administer and assess routine assessments as guided by the teacher or Head of Provision.
* Produce and maintain classroom resources, displays and classroom layout in consultation with the teacher or Head of Provision.
* Undertake structured and agreed learning activities/teaching programmes, adapting activities according to pupils’ responses.
* Prepare, maintain and use equipment/resources required to meet the lesson, learning activity or therapeutic session.
* Assist pupils and develop their competence in the use of equipment, ICT and adaptive technologies in learning activities.
* To convene Teaching Assistants meetings and ensure notes of discussions and actions are kept.
* Provide guidance to Teaching Assistants, including role modelling and supporting their training and assisting in assessing needs.
* Represent Teaching Assistants at meetings, ensuring their role is included in planning.
* Contribute to the performance management and appraisal of Teaching Assistants.
* Provide clerical/admin support, (e.g. photocopying, typing, filing).
* Use positive behaviour management strategies, in line with the provision’s policies and procedures, which contribute to a purposeful learning environment. This may, if the scenario deems it necessary, require the use of physical intervention.
* Provide intimate care for pupils who are not yet independent in toileting, or other personal care routines.
* Support pupils consistently, whilst recognising and responding to their individual needs.
* Promote independence and employ strategies to recognise and reward achievement.
* Promote positive values, attitudes and expected pupil behaviour, dealing promptly with conflict and incidents in line with established policy and practice.
* Improve own practice, including through observation, evaluation and discussion with colleagues.
* Attend team meetings on a regular cycle as agreed within the school calendar.
* Attend parents’ evenings, whole school events, revision classes and staff professional development as appropriate.
* Be willing to undertake first aid training and, once qualified to, administer on a rota basis first aid to staff and pupils.

**Support for the school**

* Promote the inclusion and acceptance of all pupils within the provision and wider school community.
* Model and share best practice to colleagues working within the mainstream classrooms.
* Supervise pupils across the academy and assist with general pastoral care.
* Accompany teachers and pupils on trips and out of school activities as required within contract hours, taking responsibility for pupils under the supervision of the teacher.

Other

* Actively promote the safety and welfare of our children and young people.
* Ensure compliance with Ark’s data protection rules and procedures.
* Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy.
* Establish constructive relationships and communicate with other agencies/professionals, in liaison with the Head of Provision and SENCO, to support achievement and progress of pupils.
* Communicate sensitively and effectively with parents and carers, recognising their roles in pupils’ learning.
* Work with Ark Central, and other academies in the Ark network, to establish good practice throughout the network, offering support where required.

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager or Principal.

**Person Specification: HLTA**

Qualifications

* Maths and English GCSE or equivalent.
* Certified teaching assistant course or training or willingness to undertake.
* Autism and or special educational certification or qualification relating to the post.

Knowledge, Skills and Experience

* Experience of working with pupils who have autism and or special educational needs.
* Experience of leading learning and / or activities at a whole class level.
* Managed a team of support staff to effectively support pupils’ learning.
* Experience of using assessment tools to track the progress of pupils.
* Experience of managing a small team.
* Experience of contributing to professional reports.
* Experience establishing successful learning relationships with pupils at the relevant age, treating them consistently with respect and consideration.
* Experience of the role of a TA including; classroom organisation and management, supporting the planning and delivery of the curriculum, implementing behaviour and learning strategies specific to pupils with autism and or special educational needs.
* Good knowledge of autism specific strategies to support pupils develop both academically and personally.
* Good working knowledge of the national curriculum.
* Good numeracy and literacy skills.
* Good administrative, organisational and computer skills.
* Competent with computers and other technology.
* Excellent communication and interpersonal skills with children and adults.
* Able to deal with minor incidents, first aid and pupils’ personal health and hygiene.

Behaviours

* Genuine passion for, and a belief in, the potential of every pupil.
* A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and understanding how and when to take appropriate action.
* Belief that every pupil should have access to an excellent education regardless of their background.
* Professional outlook, detail-orientated and able to multitask and meet deadlines.
* A team player that can work collaboratively as well as using own initiative.
* Resilient.
* Helpful, positive, patient and caring nature.
* Calm and professional under pressure.
* Understanding of the importance of confidentiality and discretion.
* Flexible attitude towards work and demonstrates sound judgement.

Other

* Right to work in the UK.
* Commitment to equality of opportunity and the safeguarding and welfare of all pupils.
* Willingness to undertake training.
* This post is subject to an enhanced DBS check.

*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark’s safer recruitment process, please click this* [*link*](https://arkschools.sharepoint.com/%3Ab%3A/g/ArkNetCentral/hr/EcXQDSjo9UpCpgk8lDWMN0sBVG6GBUTVWVXp9c5KkW-tog?e=bfdlES)*.*