



Melbourn Village College

JOB TITLE: Teaching Assistant (Cabin)

Salary

TA scale 1A – Points 11 - 12

Hours of work

30 per week (excluding lunchtimes), term time only, fixed term until 31st August 2019

Line of Responsibility

The Teaching Assistant is directly responsible to the Head of ASC

Job Content

To work in the Cabin (Autistic Spectrum Condition Resource Centre) at Melbourn Village College

Purpose

To work in the Melbourn Village College Enhanced Resource for Integrating KS3 and KS4 students with ASC into mainstream education and to raise their standard of achievement.

Accountabilities

Supporting students –under the direction of the Head of ASC.

- 1/. To support cabin students in mainstream lessons or in the Cabin, across all areas of the curriculum.
- 2/. To help students reflect on their development.
- 3/.To support students on out of school trips.
- 4/. To be a listening board for students to express their worries and concerns to.
- 5/. To pass relevant data and information to students key worker (CSA) for each lesson, and to be aware of relevant information from CSAs .
- 6/. Communicate information about lesson arrangements-cover lessons, assessments or tests, items needed for practicals.

Support for the curriculum

Working under the direction of the teacher

- 1/. Pass on information regarding students' successes and difficulties-inform CSAs of where work needs adapting or student responses to curriculum areas.
- 2/. Record homework tasks in planner and pass information to Cabin, ensure homework handed in at appropriate times.

Support for mainstream school and the ASC Centre

- 1/. Undertake specialist training to underpin knowledge of Asperger's Syndrome and appropriate support strategies. Attending training and meetings after school once every fortnight.
- 2/. Play an active role in sharing knowledge and skills with mainstream staff and students.
- 3/. To support mainstream students with SEN, in cabin student's absence

Conditions of Employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The postholder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.

To uphold the school's policy in respect of child protection matters.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service (DBS) check will be carried out for the successful candidate.

S/he shall be subject to all relevant statutory and institutional requirements.

The postholder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the postholder.

All staff participate in the school's performance management scheme.