



ST PETER'S SCHOOL HUNTINGDON JOB DESCRIPTION

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

POST TITLE:	TA for the Cabin
HOURS WORKED:	29.10 hours per week,
GRADE:	Scale TA1b – Scale Range 3-4
RESPONSIBLE TO:	SENDCO
PURPOSE OF JOB:	<ul style="list-style-type: none"> • Foster, and encourage and expect others to foster, the school's ethos (Learn Aspire Exceed) in all our stakeholders at all times. • To work from the Cabin for integrating students with ASC into mainstream education and to raise their standard of achievement. Supporting students in line with their EHCP outcomes.

Safeguarding

Responsible for the safeguarding of students who are under their immediate care, following relevant school policies, reporting concerns promptly (including Health and Safety).

Supporting students – under the direction of the Head of Cabin / Lead CSS

- To support Cabin students in mainstream lessons or in the Cabin, across all areas of the curriculum.
- To help students reflect on their development.
- To support students on out of school trips.
- To be a listening board for students to express their worries and concerns to.
- To pass relevant data and information to students' key worker CSS (Communication Support Specialist) for each lesson, and to be aware of and act on relevant information from CSS's .
- Communicate information about lesson arrangements-cover lessons, assessments or tests, items needed for practical lessons.
- To complete and record data kept on One Drive for student attendance and performance in lessons.

Support for the curriculum - working under the direction of the teacher

- Pass on information regarding students' successes and difficulties- inform CSS's of where work needs adapting or student responses to curriculum areas.
- Record homework tasks in planner and pass information to Cabin, assist in ensuring homework handed in at appropriate times.

Support for mainstream and ASC students with EHCPs

- Undertake specialist training to underpin knowledge of Autism and appropriate support strategies. Attending training and meetings after school once every fortnight.
- Play an active role in sharing knowledge and skills with mainstream staff and students.
- To support mainstream students, with and without SEN, as required, in the event of a Cabin student's absence or when designated student is coping well.

In addition to the responsibilities described above, to carry out any other duties of a similar nature at the reasonable request of the Head Teacher.

This Job Description will be subject to regular review and any changes will be made in consultation with the post holder. The aim will always be to reach agreement on any changes but, if agreement is not possible, the Governing Body reserves the right to make the changes following consultation.

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Last Review Date: July 2020
Next Review Date: June 2021