



Clarendon School

Job Description

School:	Clarendon School - Gateway Centre
Job Title:	Teaching Assistant (Occupational Therapy Support)
Hours of Duty:	36 hours per week 39 weeks per year Full time and permanent
Salary Scale:	NJC Scale 5 Point 12 to 15 £20,919 to £22,071 (£24,462 to £25,809 FTE)
Reports to:	Gateway Head of Centre

Purpose and objectives of role

Support the education and welfare of ASD pupils as directed by the Gateway Head of Centre and Twickenham Academy staff, having due regard to the Gateway Centre and Twickenham Academy aims, objectives and policies.

Support identified pupils in meeting their functional potential through the provision of integrated Occupational Therapy programmes and groups within the classroom.

This role will require occasional twilight and evening commitments.

Teaching Assistant duties and responsibilities

- Work as part of the staff team at the direction of the Head of Centre to support teaching and pupils' learning
- Support students' arrival in the morning, break time, lunchtime and departure in the afternoon.
- Take every opportunity to meet the individual needs of students and develop necessary skills (including language, communication, social skills and positive management of behaviour).



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- Assist in an analysis of needs and the planning and application of individual programmes.
- Assist with the design and delivery of behaviour management programmes.
- Assist assigned pupils within the Gateway Centre and within the mainstream setting, both in the classroom and in all other areas of the school and at all times.
- Accompany assigned students on out of school activities (to be negotiated if outside school hours), and to assist at lunch times and break times.
- Communicate with parents/carers as required.
- Assist with and give oral and written feed-back on individual progress in all areas and levels of progress and attainment.
- Work alongside other adults as necessary.
- Produce and maintain classroom resources and displays as required
- Help with the differentiation of work.
- Take part in in-service training, relevant performance management arrangements and other meetings as required.
- Provide information that supports the preparation, monitoring and review of IEPs and to action appropriate tasks from the IEPs.
- Assist with the after school homework club on a rota basis, a minimum of three times per week.
- Other appropriate duties as reasonably required by teachers/Head of Centre.
- To assist with First Aid provision as required.
- To undertake all duties and inter-actions with employees, partner providers and customer fairly, without unlawful discrimination and with due regard to the Auriga Academy Trust's Equalities policy.

Occupational Therapy support

- With the direction and support of the Occupational Therapy Service provide therapeutic programmes to identified pupil groups.

These are key tasks as currently defined. They are not listed in priority order and post holders should not place emphasis on the location of the task within the foregoing job description. From time to time the key tasks may be varied and the post holder will be expected to take on such variations within the constraints of the grade and the level of responsibility implied in it.



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