



EXECUTIVE PRINCIPAL: STEPHEN MUNDAY CBE MA
HEAD OF SCHOOL: PETER LAW



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Job Description

TEACHING ASSISTANT: CABIN (Autistic Spectrum Condition Resource Centre)

Salary: Scale TA1a, scale point 11-12 (£17,007 - £17,173 FTE)

Location: To work from the Cabin at Comberton Village College or at Melbourn Village College

Hours of work: At Comberton the hours are 25.5 hours per week and at Melbourn 30 hours per week. Both vacancies are on a term time only fixed term basis.

Line of Responsibility: Report to Head of Cabin Provision

Purpose

To work from the Cabin for integrating students with ASC into mainstream education and to raise their standard of achievement.

Accountabilities

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

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 CSS (Communication Support Specialist) for each lesson, and to be aware of and act on relevant information from CSS's .
6. Communicate information about lesson arrangements-cover lessons, assessments or tests, items needed for practical lessons.

Support for the curriculum working under the direction of the Teacher

1. Pass on information regarding students successes and difficulties-inform CSS's 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 Autism 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 as required, in the event of a cabin student's absence or when they are coping well.

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 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