



Theale Primary School ASD Resource

Job Description for ASD Resource HLTA 2024

School: Theale C of E Primary School

Job Title: ASD Resource HLTA

JOB PURPOSE

- To support the Teacher in Charge and Resource Teacher in the smooth and effective running of the ASD Resource
- To consistently promote positive values, attitudes and behaviours
- To work in partnership with teachers, parent and other practitioners to support good progress and achievement for students in the Resource
- To support Resource pupils in their learning and development, one to one or in small groups as directed, treating them with respect and consideration
- To have high expectations of all pupils' achievement and a commitment to raising educational standards
- To work effectively with individual pupils and small groups under the direction and supervision of a qualified teacher
- To encourage the social and emotional development of pupils
- To encourage all Resource pupils to participate in all aspects of school life
- To help pupils to become more independent
- To promote the inclusion and acceptance of all pupils
- Attend planning and preparation meetings as required (these may take place out of school hours)
- To work collaboratively with colleagues as part of a professional team

MAIN DUTIES AND RESPONSIBILITIES

Working under the direction and supervision of the Resource teachers or headteacher:

Planning & Expectations

Working within school policies and procedures to:

- Prepare The ASD Resource as directed for lessons and clear afterwards
- Promote equal opportunities for all Resource pupils
- Contribute to the planning of opportunities for Resource pupils to learn, which may include off-site activities and school visits in accordance with school policies and procedure
- To assist the Resource teacher in the planning and development of work programmes, work activities and support programmes for pupils
- Assist in the preparation of teaching resources/materials
- Help to implement lesson plans
- Provide constructive feedback to the pupil and teacher (both verbal and written when required)

Monitoring & Assessment

- Assist the Resource Teachers in evaluating pupils' progress
- Monitor Resource pupils responses to learning tasks, participation and progress, providing constructive feedback to pupils, supporting them as they learn
- Record pupils' responses to tasks and participation etc. and provide constructive feedback
- Contribute to Resource pupils' progress reviews

Teaching and Learning Activities

- Communicate effectively and sensitively with pupils to support their learning
- Promote and support the inclusion of all pupils in learning activities
- Use behaviour management strategies in line with the school's positive behaviour policy and procedures which contribute to a purposeful learning environment
- Advance pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes under the supervision and direction of the Resource teacher.
- Recognise and respond effectively to equal opportunities issues as they arise, including challenging stereotyped views and by challenging bullying and harassment, following relevant policies and procedures.
- To assist with the supervision of, and encourage good behaviour, amongst all pupils
- Organise and manage safely the learning activities, the teaching space and resources
- To work with individuals or small groups under the supervision of the teacher which may be carried out in the Resource classroom or within the main building
- To implement agreed work programmes with individuals or groups in or out of the classroom.

Professional Values & Practice

- Have high expectations of all pupils and promote and reinforce pupils' self esteem
- Respect pupils' social, cultural, linguistic, religious and ethnic backgrounds
- Be committed to raising the educational achievement of pupils
- Build and maintain successful relationships with pupils, treating them consistently, with respect and consideration and to be concerned for their development as learners
- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from pupils
- Work collaboratively with colleagues to meet the needs of all pupils (inc Resource pupils and other SEN pupils from Mainstream)
- Carry out all aspects of the role effectively and to seek help and advice when necessary
- Liaise sensitively and effectively with parents, carers, and outside agencies (e.g. school psychology service) recognising their roles in pupil's learning
- Continually seek to improve own practice, including through observation, examination and discussion with colleagues and seek advice or guidance as necessary
- Uphold and support the School's ethos as a Church School

General

- Maintain a safe environment for pupils, staff and visitors to the school
- Supervise pupils off site on school trips and other external visits (this may include some residential visits)
- Provide welfare support for pupils, including personal care and emotional well-being

Additional Duties

Any other duties which reasonably fall within the purpose of the post, and which may be allocated by the Resource Teacher. This may include:

- Monitoring absences
- Preparing class lists
- Record keeping and filing
- Producing classroom displays
- Stock taking
- Collating pupil reports
- Administering and invigilating assessments
- Any other duties as directed by the Resource teacher that are commensurate with the responsibilities of the role.

SCOPE OF JOB (Budgetary/Resource control, impact)

No Direct budgetary responsibility