

# Job Title: Communication Support Worker ASC

## AIT – Central Team

### Grade: 7

### **Our Vision**

We have a clear vision for Staffordshire - an innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy

### **Our Outcomes**

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

### **Our Values**

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and citizens
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

## **About the Service**

The **Specialist Teaching Support Service** is a centrally based children and young peoples' service serving Staffordshire.

The Service consists of three teams:

- Autism Inclusion team (AIT)
- Deaf/Hearing Inclusion Team (DHIT)
- Vision Inclusion Team (VIT)

The aims of the post are:

To ensure the special educational needs of Children & Young People with an Autism Spectrum Condition (ASC) are met within an inclusive mainstream environment that promotes curriculum access helping them to become independent learners.

## **Reporting Relationships**

**Responsible to:** Deputy Head Sensory Team (Lead AIT)

**Responsible for:** N/A

## **Key Accountabilities:**

Under the Specialist Teacher of Autism Spectrum Condition, Team Coordinator and Team Lead.

- To have day to day responsibility for a designated caseload of children / young people with ASC within a variety of settings which may include resourced schools.
- To manage specialist equipment and provision of advice regarding its effective use in school and home settings.
- To teach the relevant skills required (which may include individual teaching, support teaching, advisory, preparation of learning materials) ensuring maximum curricular access.

- To monitor the progress of all children with an ASC on caseload to ensure maximum access to the curriculum
- To work closely with agencies / other professionals to plan support, monitor and adapt the curriculum and set targets for individual pupils to promote inclusion.
- To provide assessments of children, including the provision of advice for statutory assessment, annual reviews and monitoring progress through IEP targets.
- To assist in ensuring the social and emotional needs of the child / young person with an ASC are appropriately managed by supporting pupils, schools / settings and parents / carers.
- To promote inclusion of children / young people with ASC by being involved extra-curricular activities (e.g. parents' groups).
- To promote and build capacity by delivering training for schools and other settings and agencies.
- To support the Team Lead in the development and delivery of commissioning and traded aspects of the service delivery.
- To work with other agencies to develop strategies for effective collaborative working across county.

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council's climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.




The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**

A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

<b>Minimum Criteria for Disability Confident Scheme*</b>	<b>Criteria</b>	<b>Measured by</b>
	<b>Qualifications/Professional membership</b> <ul style="list-style-type: none"> <li>• Educated to GCSE level C grade or equivalent in Maths and English.</li> <li>• Certificate from accredited Teaching Assistant course (preferably Autism).</li> <li>• Other relevant SEN certificated courses.</li> </ul>	A/I
	<b>Knowledge and Experience</b> <ul style="list-style-type: none"> <li>• Experience of working individually with a pupil with Special Education Needs.</li> <li>• Experience of working within a mainstream school.</li> <li>• Experience in supporting a child with ASC in a mainstream school; primary or high school.</li> <li>• Understanding of the specific problems relating to children with ASC.</li> <li>• Specialist knowledge of (ASC) skills such as those used in TEACCH.</li> <li>• Evidence of continuous professional development within the field.</li> </ul>	A/I
	<b>Skills</b> <ul style="list-style-type: none"> <li>• Good organisational skills.</li> <li>• Ability to plan work effectively.</li> <li>• Ability to communicate clearly and effectively.</li> <li>• Ability to interpret IEPs in planning practical approaches for working with pupils.</li> <li>• Good interpersonal skills.</li> <li>• Ability to work as part of a team.</li> <li>• Ability to take initiative and work independently when in schools.</li> <li>• Willingness to work in varied locations across Staffordshire, including longer periods in selected schools.</li> <li>• Good listening skills.</li> <li>• Willingness to work flexible hours as and when required (adhering to the normal total of weekly hours).</li> <li>• Current driving licence and own transport. (Special arrangements can apply for people with disabilities.)</li> </ul> <p>This post is designated as an essential car user.</p>	A/I



If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting **Liberata Employee Services Team on 01905 947446**