



Queensmill College

Job Description and Person Specification

Teaching Assistant for students (19-25 years old) with autism

The Queensmill Trust Scale 3 SCP 5 35 hours per week TTO

JOB PURPOSE:

To promote the learning and wellbeing of Queensmill College students and interns.

Job Description and Person Specification - all Queensmill College settings

1. To assist the teacher (and other professionals as appropriate) in the organisation of activities, resources and materials suitably differentiated for students with autism
2. To be familiar with each student's termly Personal Learning Plan (PLP) targets
3. To support students to understand instructions, to engage in any given task, and to stay on task
4. To support students with their self-regulation, under the direction of the teacher and working with any other member of the class team
5. Team working skills and reliability are essential
6. To establish good relationships with students and their families, acting as a role model and being aware of, and responding to, individual needs
7. To ensure a tidy and organised learning environment and report any hazards to the class teacher
8. To go out into the Community with the students, including swimming.
9. To assist with garden break duties, under the supervision of teaching staff.
10. To be aware of confidential issues linked to home/student/teacher/college and to keep confidences appropriately.
11. To attend relevant in-service training. To learn about autism and understand the needs of students with autism.
12. To help with personal care needs as directed by the class teacher
13. Along with the entire class team, be aware of all student medical needs (including special diets)
14. To be aware of Trust safeguarding policies and national directives such as Keeping Children safe in Education (KCSIE)
15. To be aware of all other Trust policies and procedures and comply with these.



Duties and Person specification for the DFN Project Search internship programme:

1. Initiate & ask for specific resources to be developed for their intern
2. TA/Job coach must work to support the intern to behave professionally & report any issues to Lead Queensmill staff at sites
3. TA/Job coach will need to send a weekly report to the lead staff member discussing the developments / issues for their supported intern.
4. Have a friendly, open & dynamic attitude when liaising within departments & in meetings
5. Be creative & consistent with ideas / plans
6. Be self-motivated and have an ability to work more independently as required
7. Be enthusiastic for finding new job roles and employment for our young people