



# Job Description- TAP Teaching Assistant



**Reporting to:** TBC

**Main Purpose:** To provide full-time support to learners within the Building Independence (BI) pathway at The Autism Project (TAP).

The role focuses on enabling learners to develop independence, communication, life skills, and confidence, supporting them to access the curriculum and participate in community-based learning. You will work closely with teaching staff to ensure learners make meaningful progress towards their EHCP outcomes and personal goals.

## **Information:**

Permanent part-time role. Working days are Tues to Fri 9-4pm (6.5hrs a day, allowing half hour unpaid for lunch). 26 hours a week.

Salary is £28,860 per annum (full time 37.5hrs) pro-rata. This is £14.80 per hour (London Living Wage).

Holiday allowance is 37 days per annum plus bank holidays pro-rata.

Holiday can only be taken outside of TAP term times.

Your place of work will be at our classrooms at Larcom House SE17 1RT.

Flexibility: Term-time working only can be considered, on request.

**You will work with:** TAP staff and senior management team, Employer Engagement Officer, other CareTrade staff, local authorities, and other external partners e.g., schools and employers, learners, and parent/carers.

## **About CareTrade**

**CareTrade has a passionate belief** "that employment is the biggest single factor that will transform the life of an autistic person."

**And our vision for the future is** "a world that embraces neurodiversity where all autistic people can lead purposeful, working lives".

- **Change** perceptions of neurodiversity.
- **Achieve** employment opportunities and outcomes for autistic jobseekers.
- **Raise** aspirations and employment skills of autistic people (through the delivery of innovative and person-centered projects).
- **Engage** employers in embracing neurodiversity in their workforces.

**Our ambition is to enable all autistic adults that want to work to be in work.**

## **About The Autism Project**



# Job Description- TAP Teaching Assistant



TAP is a full-time supported employability programme for autistic young people (18-25) with EHCPs.

We provide a personalised, immersive pathway to help learners build confidence, independence, and employment readiness.

## **Pathways**

- Building Independence
- Introduction to Employment
- Supported Internship

## **Programme Offer**

- Work experience placements and job coaching
- Employability sessions
- Careers Information, Advice and Guidance (IAG)
- Functional Skills (Maths & English up to Level 2 / RARPA)
- Independence and daily living skills
- Personal and social development (including SaLT support)
- Travel training
- Insight days and social activities

More information can be found here: <https://care-trade.org/the-autism-project/>

## **Key Responsibilities:**

### **Learner Support**

1. Support learners to access sessions across the BI pathway, including Functional Skills, PSD, social skills, and independence-based learning.
2. Provide 1:1 and small group support, promoting independence and reducing support where appropriate.
3. Use autism-informed approaches to support communication, sensory, and behavioural needs.
4. Support learners to develop:
  - daily living skills
  - emotional regulation
  - social interaction and communication
5. Apply consistent support strategies to help learners develop coping mechanisms and resilience.
6. To provide personal care support with learners if needed.

### **Classroom & Curriculum Support**

1. Work in partnership with tutors to support lesson delivery and learner engagement.
2. Adapt tasks and resources to meet individual learning needs.



Get  
autism  
working

# Job Description- TAP Teaching Assistant



3. Support the implementation of planned learning activities and structured routines.
4. Assist with the preparation of teaching materials and visual supports.
5. Promote a positive and inclusive learning environment.

## **Independence & Community-Based Learning**

1. Support delivery of independence-focused sessions, such as:
  - cooking and life skills
  - travel training support
  - accessing local community services
2. Accompany learners on trips, enrichment activities, and community visits.
3. Support learners to apply skills in real-life contexts and unfamiliar environments.

## **Behaviour & Wellbeing Support**

1. Support learners to manage behaviour positively using agreed strategies.
2. Recognise and respond to anxiety and emotional needs.
3. Contribute to a safe, structured, and predictable environment.
4. Promote wellbeing, confidence, and self-advocacy.

## **Assessment, Progress & Documentation**

1. Support the recording of learner progress and achievements.
2. Contribute to:
  - Termly reviews
  - EHCP reviews
  - Risk assessments and support plans
3. Maintain accurate and up-to-date records in line with TAP requirements.
4. Provide feedback to tutors on learner progress and engagement.

## **Team Working & Communication**

1. Work collaboratively with tutors, TAs, and the wider TAP team.
2. Communicate effectively with parents/carers and professionals when required.
3. Contribute to a consistent, person-centred approach across the BI pathway.



# Job Description- TAP Teaching Assistant



## **Safeguarding & Professional Practice**

1. Safeguard all learners and promote their wellbeing at all times.
2. Follow TAP policies including safeguarding, behaviour, health & safety, and equality.
3. Maintain confidentiality and professional boundaries.
4. Participate in training, supervision, and ongoing professional development.

## **General**

1. Exercise vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others.
2. Report issues and/or incidents relating to staff and learners that have arisen in the day promptly to the relevant Line Manager or appropriate person.
3. Operate at all times in accordance with The Autism Project's policies and procedures, with particular reference to Safeguarding, Whistleblowing, Complaints and Behaviour Policies.
4. Participate in training and take responsibility for personal development.
5. Participate in supervisions and annual reviews in accordance with the project's policy and the standards.
6. Work to promote the project as a valued, professional asset within its community and conduct themselves at all times in a manner that reinforces this image.
7. Ensure that all actions are in the interests of the learners and the project.
8. To work to and exhibit the values of the project and maintain standards of behaviour in accordance with policies, procedures and practices.
9. To carry out any other reasonable and relevant duties as required



# Job Description- TAP Teaching Assistant



## **Person Specification**

**E**- Essential **D**- Desirable

## **Qualifications and Training**

Level 2 Certificate in Supporting Teaching and Learning in Schools **D**

Level 3 Certificate in Supporting Teaching and Learning in Schools **D**

Minimum of GCSE/Level 2 English and Maths **E**

## **Experience**

Experience of work with autistic spectrum disorders and challenging behaviour. **E**

Experience of work within an education setting. **E**

Experience of supporting learners with Functional Skills. **E**

## **Skills, Knowledge and Aptitudes**

Ability to work independently and as part of a team. **E**

Effective communication skills, verbal and written. **E**

Ability to record information accurately. **E**

Good organisational skills. **E**

Ability to deal with complex and challenging behaviour. **E**

Ability to demonstrate empathy. **E**

Basic IT skills. **E**

**Other Commitment** to the values of the organisation.

**Pressures inherent in job:** The office varies from extremely busy (and can include autistic young people who may display anxiety, communication and social difficulties and other complex behaviours) to a day working alone.

**Other significant factors:** A professional and flexible approach is required in order to maintain and enhance the reputation of CareTrade and our partners.

**Confidentiality:** All staff are required to maintain confidentiality for all areas of the CareTrade Charitable Trust, partner organisations, its staff, and its work. The nature of the work entrusts people with confidential information about clients/service users, their families, and staff within CareTrade and partner organisations. Any breach of this confidentiality will constitute gross misconduct.



## Job Description- TAP Teaching Assistant



**CareTrade is committed to safeguarding and promoting the welfare of learners and expects all staff, volunteers, and partners to share this commitment.** All roles are subject to safer recruitment checks, including an enhanced DBS check (with barred list where applicable), references, verification of identity and qualifications, and proportionate online checks of publicly available information as part of the shortlisting process.

**Applications are sought from all suitably qualified sections of the community.** We are happy to discuss any workplace adjustments needed to enable the right candidate to undertake the role including any support available via Access to Work if needed (<https://www.gov.uk/access-to-work>)

Please see our **privacy notice** for applicant's **here**