

Full-time post initially till the 31st July 2024

Main Purpose: Three days a week to provide one-to-one support to a TAP learner, by supporting them to develop their skills around independence and work. Two days a week you will be supporting learners in Functional Skills, but also at times you may be needed to support in other sessions such as Personal Social Development, Social Skills, SkillUp or Careers. You will work collaboratively with the teaching/ lead staff to ensure that learners are making progress towards their goals, aspirations, and independence, within the accordance of The Autism Project (TAP) policies, procedures, and practices.

Information: The position is **full-time**, your working days will be **Monday to Friday 9 am - 5.30 pm** (allowing for one hour unpaid for lunch), and you will be working term time only - 36 weeks pro rata

Pay is £13.15 per hour (London Living wage)

All holidays must be taken out of term time. Holiday pay is pro-rata and accrued in arrears (e.g. every 24 days worked 3 days holiday pay is accrued).

Your place of work will be at our classrooms at St George's Circus, SE1 6FE

You will work with: TAP Tutors, TAP leads, Learners, Teaching assistants, Job Coaches, Leads, TAP Manager, Head of Education and Learning, CEO and the wider CareTrade team.

About The Autism Project:

A full-time, two-year, employability programme for autistic young people aged 18-25, with an Education Health & Care Plan.

Our aim is to make the journey towards and into employment more seamless and flexible to meet the individual needs of the young person.

The Autism Project is just one of the innovative projects ran by CareTrade.

About CareTrade:

We passionately believe that 'employment is the biggest single factor that will transform the life of an autistic person'

Our vision for the future is a world that embraces neurodiversity where all autistic people can lead a purposeful working life

We have a clear purpose to...

- engage employers to embrace neurodiversity in their workforce
- to deliver training to provide autistic people the tools for employment
- to create employment opportunities for autistic adults

Key Responsibilities:

1. To provide relevant and appropriate support including 1-2-1 to all learners, to enable them to access the curriculum as independently as possible.
2. To work collaboratively with the tutor/lead in the classroom and take direction from them with the support needs of the learners in the class.
3. To support the tutor/lead to ensure that all relevant education policies and procedures are implemented in full.
4. To maintain regular communication both informally and ensure the individual needs of the student are being met effectively.
5. Liaise with other project staff to provide a consistent approach to all aspects of learner education.
6. To promote, in line with the project's policies, the physical, educational, and development of the learners.
7. To ensure that the available equipment and resources are used, stored, and maintained efficiently, reporting any maintenance issues to the appropriate staff.
8. To support the tutor and job coach to update, implement, and evaluate documentation relating to the individual student. This will include Individual Risk Assessments, Individual Education Plans, Support Plans, and Education Health and Care Plans as required and appropriate.
9. To work collaboratively with the tutor and wider team to adequately plan to ensure the safety of students, in line with risk assessments.
10. To produce appropriate and effective resources/teaching aids at the request of, and following a brief provided by the tutor.
11. To contribute as a member of the projects multi-professional team, ensuring good working relationships with colleagues
12. Work with and manage challenging behaviour, enabling learners to develop coping strategies.
13. To keep up-to-date with specified subject area, educational practice and autism-related information.
14. Safeguard all learners and ensure their safety and wellbeing.

General



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Job Description- TAP Teaching Assistant



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

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**



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Job Description- TAP Teaching Assistant



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.

We are committed to safeguarding and promoting the welfare of all young people who use our services and as such expect all staff and volunteers to share this commitment. All staff must provide a current, adequate and relevant DBS Certificate or be willing for CareTrade to process a new enhanced DBS application. All staff must have a satisfactory enhanced DBS check (formerly CRB check) prior to starting.

In completing your application, please draw attention to the extent to which you meet each of the essential characteristics for the post as this will assist with the shortlisting process.

Failure to meet all of the essential criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.