



Job Description and Person Specification
Teaching Assistant for Children with Autism
The Queensmill Trust: Kensington Queensmill and Queensmill School
Salary Range – NJC Scale 3 (SCP 5) £23,427 Scale 5 (SCP12) - £26,544
For September 2022

INTRODUCTION

The Queensmill Trust is a newly-established multi-academy trust with a focus on provision for autistic children. The trust provides highly personalised education for children and young people diagnosed with autism in purpose-built facilities at Queensmill School, Shepherds Bush and more recently, at Kensington Queensmill, in the Royal Borough of Kensington and Chelsea. For September 2022, the trust is seeking to recruit enthusiastic, hardworking and committed people to join our team in both schools.

JOB PURPOSE

To promote the learning and welfare of pupils in schools.

DESCRIPTION OF DUTIES

1. To assist the class teacher (and other professionals as appropriate) in the organisation of activities, resources and materials suitably differentiated for children with autism
2. To help our pupils to stay on task and remain calm, under the direction of the class teacher and working with any other member of the class team
3. To work positively with all members of the class team
4. To establish good relationships with pupils and their families, acting as a role model and being aware of, and responding to, individual needs
5. To support pupils to understand instructions and to engage in any given task
6. To assist in maintaining the health and safety of pupils by maintaining a tidy and organised work area and reporting any identified hazards to the class teacher.
7. To respond to the welfare needs of pupils by supporting them and reporting any concerns about the general well-being of pupils to the class teacher, and to help with changing and toileting as directed by the class teacher
8. To administer first aid and medication for pupils, under direction, where appropriate training has been provided.
9. To go on off-site visits with the class, including swimming.
10. To assist with playground duties, under the supervision of teaching staff.



11. To be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences appropriately.
12. To attend relevant in-service training. To learn about autism and understand the needs of pupils with autism.
13. To be aware of school policies and procedures and comply with these.

The Queensmill Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Comprehensive vetting checks including, but not limited to an enhanced DBS disclosure will be requested for the successful candidate in accordance with Keeping Children Safe in Education and Safer Recruitment in Education legislation.