



## Job Description and Person Specification for post of – Teaching Assistant

**Salary Range – NJC Scale 3 (SCP 5) £23,427 Scale 4 (SCP10) - £25,614**

**pro-rata**

### **Introduction:**

The Queensmill Trust provides educational opportunities for children and young people diagnosed with autism. Queensmill Trust staff are passionate about achieving the best possible outcome for our amazing people it is fun place to work and happiness and wellbeing is an absolute priority for both our young people and staff team.

The Queensmill Trust is looking to appoint people that are interested in Autism and passionate about supporting autistic pupils to access education both within the school and in the local community. We are looking for individuals who are flexible, empathetic, creative, resilient and eager learn.

The Queensmill Trust provides a comprehensive range of training and strongly believe in developing people to advance within the field of autism. We offer very supportive, friendly and dynamic culture within the organization.

### **Who we are:**

The Queensmill Trust comprises of:

#### Queensmill School

- Main-site - 1 Askham Road, W12 0NW
- Fulham Primary Queensmill Resource Base – Halford Road, SW6 1JU
- Q4 at Fulham Cross Academy – 309 Childerley Street, SW6 6SN

Kensington Queensmill School – Barlby Road, W10 6BH

Queensmill College – 50 Eilerslie Road, W12 7BW

### **Description of duties:**

1. To assist the class teacher (and other professionals as appropriate) in the organization of activities, resources, and materials – suitably differentiated for autistic students
2. To help our pupils to stay on task and remain regulated, under the direction of the class teacher and 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 tasks
6. To assist in maintaining the health and safety of pupils by maintaining a tidy and organized



- work area and reporting any identified hazards to the class teacher or site care
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.
  8. To help with changing and toileting as directed by the class teacher, where required
  9. To be aware of the Safeguarding and Child Protection Policy and to follow protocols and guidance set out in the policy
  10. To be aware of all medical needs of the students in the class and to be familiar with individual medical protocols.
  11. To administer first aid and medication for pupils, under direction, where appropriate training has been provided
  12. To go on off-site visits with the class, including swimming
  13. To assist with and supervise pupils during playground duties
  14. To be aware of confidentiality linked to home/pupil/teacher/school work and to keep confidences appropriately
  15. To attend relevant in-service training. To learn about autism and understand the needs to autistic pupils
  16. To be aware of school policies and procedures and comply with these.

### **Applications**

To apply candidates should request an application form with key emphasis on a supporting statement demonstrating their suitability for the role.

To request an application, please contact: [hr@thequeensmilltrust.com](mailto:hr@thequeensmilltrust.com)

**Please specify the provision for which you are applying. Kindly note that this is subject to the availability of vacancies at the time of your application.**