**AUTISTIC SPECTRUM DISORDER TUTOR**

**Job purpose:**

To provide one-to-one specialist study support to students with Autistic Spectrum Disorder (ASD).

**Main duties:**

- To help students develop learning strategies to assist them in overcoming the difficulties associated with Autistic Spectrum Disorder (ASD). This may include coaching in some or all of the following areas:

* motivation and goal setting
* strategies for effective time management
* organisational skills
* study and exam preparation skills
* stress or anxiety management
* social interaction

- To work with the student to identify and help overcome specific difficulties but not to provide subject-specific tuition

-To provide confidential support to disabled students on a one-to-one basis in a neutral, public space

- To make any necessary reasonable adjustments to ensure support is delivered in an accessible manner

- To adhere to the Codes of Conduct as issued by Queen’s Register of Support Providers

- To complete and return all relevant paperwork for each support relationship in a timely and accurate manner.

Please Note: Following recruitment, participation in the Mental Health Awareness and Study Skills training programmes for Support Providers will be expected.

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# Personnel Specification

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| **Educational and Professional Qualifications** | Essential | Educated to degree level or equivalent. |
| Desirable | Teaching qualification  PG qualification in ASD |
| **Previous Experience/training** | Essential | Experience of undertaking study skills tuition, preferably but not necessarily at FE/HE level;  Professional or voluntary experience of working with adults and/or children with Autistic Spectrum Disorder. |
| Desirable | NAS (National Autistic Society) training |
| **Job Related Achievements** | Essential | Good organisational skills. |
| Desirable | Ability to devise creative problem-solving strategies. |
| **Inter-personal Skills** | Essential | Excellent communication skills, both oral and written;  Awareness of confidentiality;  Good interpersonal skills. |
| **Special Factors** | Desirable | Flexibility over working hours. |