**The Register of Support Providers at Queen’s University**

**Autistic Spectrum Disorder Tutor**

**Role 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 Support Provider Guidelines as issued by the Register of Support Providers at Queen’s.
* To complete and return all relevant paperwork/timesheets for each support relationship in a timely and accurate manner.

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**Autistic Spectrum Disorder Tutor**

**Person 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. |