

# Autistic Spectrum Disorder Workplace Review Document

This document should be completed by the people manager when an autistic teacher begins employment, and then annually thereafter. Before completing this document, the autistic teacher should be invited to complete the ASD self-reflection document to help them prepare for the review meeting. The purpose of this document is to identify the reasonable adjustments needed for the employee and to create a plan for implementing them.

For Existing Employees

What have you achieved in your teaching this year? What achievements would you like to celebrate?

What areas have you struggled with this year? Where do you require additional support?

## For All Employees

What adjustments were made in your last role? Did you have any recommendations for adjustments which were implemented after consulting with occupational health?

Can you describe where you need support in your day-to-day life?

How do you cope with change? What support do you need when a change occurs?

What sensory challenges do you have and how do they affect you?

Sound, Noise and Hearing

Temperature

Light and any other sight issues

Texture and Touch

Smell

What tools and strategies do you use to support your sensory needs? i.e. ear defenders, tinted glasses.

What are your communication needs? What do we need to know when communicating with you? i.e Tone descriptors, telephone preferred.

How do you manage burnout? How can we support you to avoid this?

How do you feel about whole-class teaching? How do you feel about small group teaching?

How do you feel moving between two or more schools in a day? What support would you need if you did this?

How do you plan your day so it works for you? i.e. breaks, time to rest

What skills are you excited to bring to your teaching?

Do you have any caring responsibilities? What support do you need from your manager regarding your caring responsibilities?

# Adjustment Action Plan

This plan must include how adjustments will be communicated to the schools in which the teacher is working

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Adjustment to be carried out	Responsibility for adjustment including communication with schools	Review Date

Manager Signature

Date

Employee Signature

Date