

JOB DESCRIPTION: Head of Outreach, ABA Practice and Development

SALARY:	U1 – U3 + SEN 1 (£42,756 - £48,429) depending on qualifications and experience
HOURS:	<p>Your normal working week is 5 days per week, Monday to Friday. You will be expected to work a minimum of 37.5 hours per week during these times as required by the Chief Executive Officer and to attend evening meetings as required. In addition you will be eligible for a one hour lunch break which will not count towards your working hours.</p> <p>Variations may be introduced to meet changing needs; however, these will only be introduced after consultation with you.</p>
REPORTS TO:	Chief Executive Officer, BeyondAutism
LOCATION:	48 North Side Wandsworth Common, London, SW18 2SL, or 305 Garratt Lane, Earlsfield, London, SW18 4EQ
HOLIDAY:	25 days plus bank holidays
PROBATIONARY PERIOD:	Six months
SICK PAY:	Full pay whilst unable to work due to sickness as follows: <ul style="list-style-type: none">• 0 days in first three months• 5 days for the remainder of the first year• 20 days thereafter• Salary payments for periods of sickness beyond 20 days in a 52 week period are at the discretion of BeyondAutism
OTHER BENEFITS:	Pension: 3, 4 or 5% matched contributions after 3 months in post, loans for Season Tickets / Bike purchase

[About BeyondAutism](#)

BeyondAutism is a registered charity dedicated to launching lives through education and training. Using specialist teaching methods we make breakthroughs in communication that dramatically improve a child's ability to cope and make sense of a confusing world. We empower people with autism to live fuller lives and we enable families to cope, so that they can see beyond to a brighter future. In addition to running Rainbow School, BeyondAutism also offers outreach, training and consultancy services.

[About Rainbow School](#)

Rainbow School is an independent special school for children and young people aged 4-19 with autism. Rainbow School offers a structured programme of intensive

intervention, applying the scientific principles of Applied Behaviour Analysis (ABA) and Verbal Behaviour (VB) to deliver the National Curriculum and teach functional communication and life skills; empowering our pupils to lead rewarding lives and fulfil their potential

Core Purpose of the Job

The post holder is responsible for establishing and developing our outreach service, developing and delivering training within the school and expanding the training offered to professionals and parents/carers.

S/he will work closely with the Heads of School and the school senior leadership team to ensure high quality and consistent ABA/VB practice within the classroom.

Main Duties and Responsibilities

Outreach Services

1. To write and deliver the strategy and development plan for the BeyondAutism Outreach service.
2. To establish and develop the BeyondAutism outreach programme in schools and with families, in conjunction with the CEO.
3. To lead the programme of ABA assessments developing the reach of this service to offer it more widely
4. To liaise with parents and organisations, including school and LA professionals with regard to outreach as appropriate, responding to all inquiries and tracking the level of interest for each programme.
5. To act as consultant/ supervisor once an outreach programme has been established.
6. Once outreach services increase in volume, to manage outreach Tutors and supervise their work as needed.
7. To emphasise the values of BeyondAutism, early intervention and prevention in all programmes.
8. To monitor and evaluate the impact of the outreach programmes, producing an annual impact report for trustees and other relevant stakeholders.

ABA Training and professional development

1. Working closely with the school senior leadership team, take a significant role in co-ordinating ABA/VB training for all staff.
2. Develop the training programme in accordance with the evolving needs of staff, planning its delivery with the school senior leadership team and BeyondAutism HR department.
3. Review and develop the content of training materials where necessary.
4. Meet regularly with the school senior leadership team to assess training need, identified across the school.
5. Develop and implement class specific inset or after school training sessions
6. Lead the professional development of all staff through example, coaching, peer support and target setting.
7. Contribute to the audit of staff development and training needs
8. Ensure support and training during the induction of new staff
9. Book trainers in accordance with the training budget
10. Identify resources needed for training and manage existing ABA/VB teaching and learning resources.

11. Ensure the maintenance of a structured environment for effective teaching and learning.
12. Provide staff training in one to one instruction and group work based on the principles of Applied Behaviour Analysis/Verbal Behaviour in order to maximise pupil's progress.
13. Supervise and manage the use of Discrete Trial Instruction and alternative teaching strategies in the school.
14. To research behaviour problems.
15. To remain cognisant of evolving teaching techniques using the principles of Applied Behaviour Analysis in particular Verbal Behaviour.
16. To establish best ABA/VB practice in school across all members of the staff and pupils.

Training for Professionals, Parents and Others

1. To coordinate and develop training sessions for parents on topics evaluated as being of most relevance.
2. To provide individual parent training where appropriate, as agreed with the Heads of School.
3. To develop and deliver training programmes for professional as required
4. To coordinate any BeyondAutism conferences as required
5. To deliver other training as required – e.g. to Local Authority Transport Providers
6. To monitor and evaluate the impact of the training, producing an annual impact report for trustees and other relevant stakeholders

Leadership

As a member of the Senior Management Team to:

1. Support the Heads of School in providing a clear direction for the development of ABA/VB across the school.
2. Contribute to establishing the core values of the leadership team
3. Contribute to leadership decisions on all aspects of policy, development and organisation by playing a significant role in the preparation, implementation and monitoring of the Outreach strategy and plan.
4. To participate as an active member of the BeyondAutism Senior Management Team, attending monthly meetings and producing reports as required.
5. Establish good relationships, encourage good working practices and support and lead teachers and tutors.
6. Plan, organise and chair meetings as appropriate.
7. Attend and participate in open/parent evenings.
8. Develop links with Governors, Trustees, LAs and neighbouring schools and colleges as appropriate.

Safeguarding

1. Working in partnership with the Heads of School and the Head of Pastoral to ensure that BeyondAutism meets its statutory obligations for safeguarding and promoting the welfare of all children and young people.
2. To cooperate and work with relevant agencies to safeguard and protect children and promote their welfare.

Resource Management and Marketing

1. Working closely with the CEO and Financial Controller to develop costings for all new services.
2. To contribute to the preparation of the annual budget and make submissions for new funded projects.
3. Manage programmes in accordance with budget and agreed project proposals ensuring the efficient use of financial resources, spending these against priorities agreed by Trustees and the Governing Body.
4. In conjunction with Fundraising, Marketing and the CEO promote all programmes, develop promotional materials and present opportunities for fundraising to cover costs.

The Wider Community

1. In all external relationships to be an ambassador for BeyondAutism and Rainbow School representing its interests at all times.
2. To maintain professional communication, working collaboratively with Local Authorities, Health authorities, the DfE, Ofsted and any other agencies responsible for pupils' and their families' educational and pastoral needs.

Other Duties and Responsibilities

1. To participate in staff training as required.
2. To participate in Continuing Professional Development with particular reference to ABA/VB.
3. To attend team and staff meetings.
4. To undertake any other duties consistent with this role as reasonably directed by the CEO.

November 2016