

## JOB DESCRIPTION: Head of Outreach and Training

<b>SALARY:</b>	U1 – U3 + SEN 1 (£42,756 - £48,429) depending on qualifications and experience
<b>HOURS:</b>	<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>
<b>REPORTS TO:</b>	Chief Executive Officer, BeyondAutism
<b>LOCATION:</b>	48 North Side Wandsworth Common, London, SW18 2SL, or 305 Garratt Lane, Earlsfield, London, SW18 4EQ
<b>HOLIDAY:</b>	25 days plus bank holidays
<b>PROBATIONARY PERIOD:</b>	Six months
<b>SICK PAY:</b>	<p>Full pay whilst unable to work due to sickness as follows:</p> <ul style="list-style-type: none"><li>• 0 days in first three months</li><li>• 5 days for the remainder of the first year</li><li>• 20 days thereafter</li><li>• Salary payments for periods of sickness beyond 20 days in a 52 week period are at the discretion of BeyondAutism</li></ul>
<b>OTHER BENEFITS:</b>	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; and is developing post-19 provision.

### [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, and expanding the training offered to professionals and parents/carers.

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

## 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 organise and facilitate 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 ensure each associate consultant/ supervisor is matched once an outreach programme has been established.
6. Manage and grow a team of associate behaviour analysts.
7. Ensure that there are clear quality standards that are monitored effectively.
8. To emphasise the values of BeyondAutism, early intervention and prevention in all programmes.
9. To monitor and evaluate the impact of the outreach programmes, producing an annual impact report for trustees and other relevant stakeholders.

### 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 professionals as required
4. To coordinate any BeyondAutism conferences as required
5. 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. Contribute to establishing the core values of the leadership team
2. 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.
3. To participate as an active member of the BeyondAutism Senior Management Team, attending monthly meetings and producing reports as required.

4. Establish good relationships, encourage good working practices and support and lead associate behaviour analysts.
5. Plan, organise and chair meetings as appropriate.
6. Attend and participate in relevant events.
7. Develop links with Governors, Trustees, LAs and neighbouring schools and colleges as appropriate.

## Safeguarding

1. Working in partnership with the CEO, 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 SMT.
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 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 autism and behaviour analysis.
3. To attend team and staff meetings.
4. To undertake any other duties consistent with this role as reasonably directed by the CEO.

December 2016