

Candidate Information Pack

Head of Tram House School – A BeyondAutism School

January 2018



Tram House School
520 Garratt Lane
London
SW17 0NY

Park House School
48 North Side Wandsworth Common
London,
SW18 2SL

Contents

1. Message from the CEO	3
2. About Autism	4
3. About BeyondAutism	4
4. About BeyondAutism Schools	5
5. BeyondAutism Governance Structure	6
6. Board of Trustees	6
7. Senior Management Team	6
8. Governing Body	7
9. Information for Candidates: The post	7
10. Information for Candidates: The person	8
11. Job Description	9
12. Person Specification	13
13. Benefits for employees	16
14. Remuneration	18
15. How to apply	18
16. Timetable	18

Message from the CEO of BeyondAutism

Thank you for your interest in the role of Head of Tram House School, a BeyondAutism school. This is a vital role for us at an important time in the development of our schools and our charity. We made the strategic decision to split Rainbow School and register two schools in its place under the governance of BeyondAutism Schools – Tram House School (14 – 19 years old) and Park House School (4 – 13 years old), from September 2017. We have also redeveloped one of our existing school buildings (Tram House), into a new school for secondary and sixth form students with autism.

We exist to empower people and launch lives with an exciting vision for our future development and you will join us at a time of substantial growth in a sector experiencing a high level of change.

In this role as Head of Tram House School, you will be working with the Head of Park House School and the Senior Leadership Team. You will also be a member of the organisations Senior Management Team, as we seek to manage, develop and grow BeyondAutism.

Our staff have a real passion for their work, we are a good school with outstanding features (Ofsted June 2016) and aim to be outstanding.

This is naturally a challenging role but an exciting one. If successful, you will play a vital role in leading a team of people, determined to make a positive difference to children and families affected by autism. We look forward to receiving your application.

Yours sincerely,

A handwritten signature in black ink that reads "Tracie Linehan".

Tracie Linehan

CEO

About autism

Autism is a lifelong developmental disability which affects 1 in 100 people in the UK. It affects the way a person communicates and how they experience the world around them.

Autism is described as a spectrum condition. This means that while people with autism, including Asperger's Syndrome, share certain characteristics, they will be highly individual in their needs and preferences. Some people with autism are able to live relatively independently whilst others may face additional challenges, including learning disabilities, which affect them so profoundly that they need support in many areas of their lives.

About BeyondAutism

Our Mission

At BeyondAutism we empower people with autism to lead fuller lives through positive educational experiences, training for the people who work with them and support for their families and carers.

Our Values

We believe that every child deserves the best possible education.

We believe our team is forward-thinking, expertly trained and professional, using the latest research and techniques to teach and empower individuals.

We believe that ABA/VB can make a real difference to the teaching and learning for people with autism and their families.

We believe in a future where parents and carers don't have to fight so hard for the provision of quality services for their children with autism.

BeyondAutism is a registered charity dedicated to launching lives through education and training. 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 Tram House School and Park House School, BeyondAutism also offers Post-19 provision and an outreach and training service.

About BeyondAutism Schools

BeyondAutism Schools educate children and young people aged 4 to 19 years with autism and related communication disorders. They are independent, non-profit day schools registered with the Department of Education as Approved Independent Special Needs Schools.

We provide an education that ensures each child and young person grows in confidence and autonomy, and feels safe and happy in their school environment.

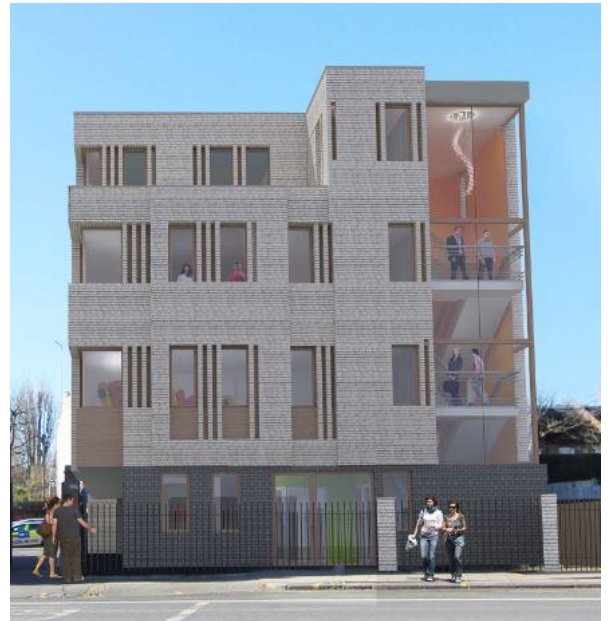
Each pupil achieves by accessing an education underpinned by the Applied Behaviour Analysis (ABA) and Verbal Behaviour (VB) approach to teaching.

As the core barrier to learning for children and young people with autism is communication, this is the central focus of our teaching.

We have two schools, Park House School (Reception – Year 8) and Tram House School (Year 9 – Year 14).

BeyondAutism School's provide a multi-professional and collaborative approach to the teaching, therapy and care of children and young people with autism. We give each pupil an individual curriculum tailored to their needs within the framework of the National Curriculum and Early Years Foundation Stage Curriculum. Their progress is monitored using on-going formative assessments and their Individual Education Plans (IEPs).

The National Curriculum and Schemes of Work are adapted to each pupil's specific needs and are delivered through VB. As children and young people with ASD find communication the most difficult, we focus on teaching communication skills, particularly in the early years.

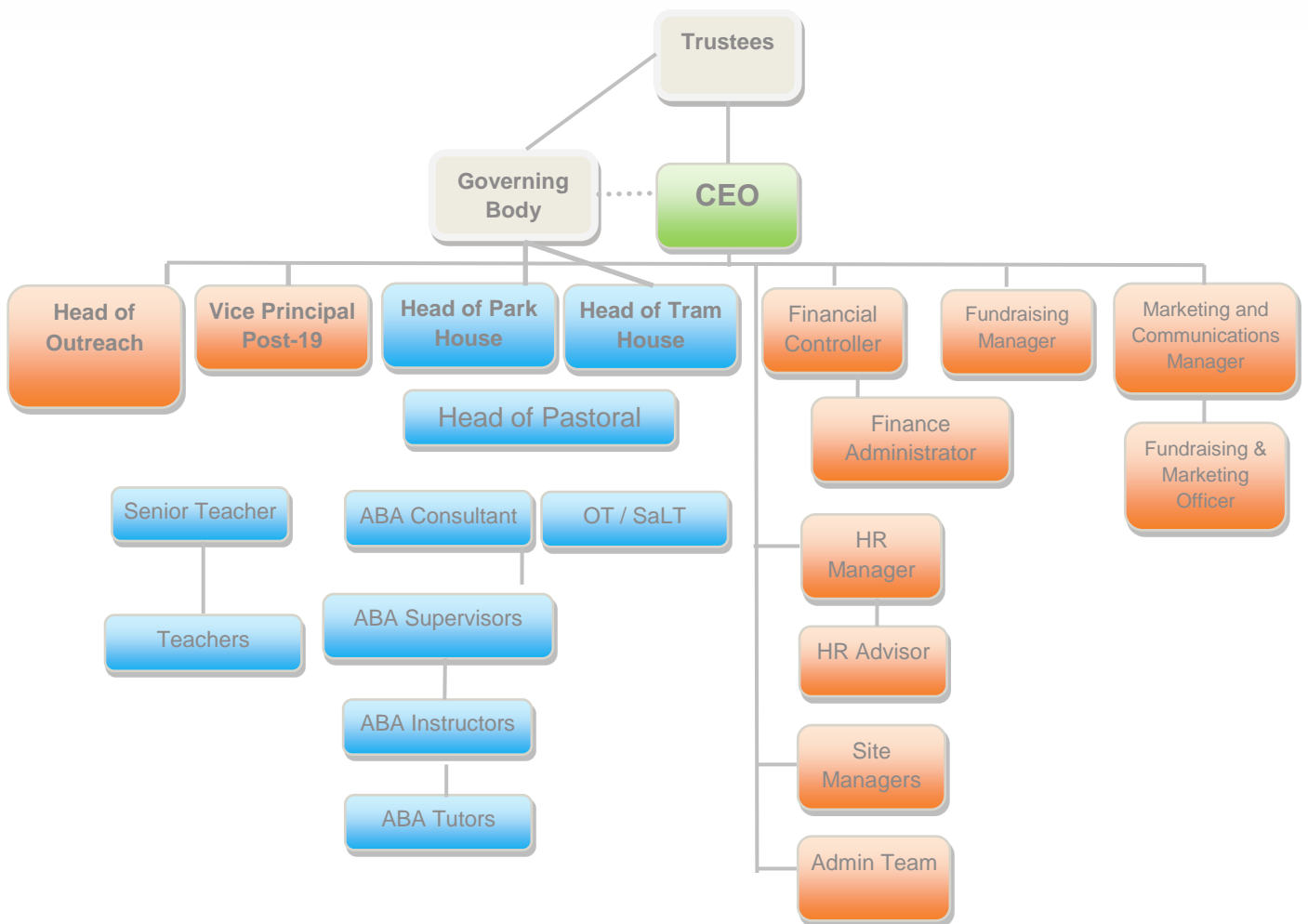


The School “is a place where people have ambition for your child, where your child is challenged and engaged... they learn skills and gain satisfaction and self-esteem from that.”

Parent 2015



BeyondAutism Organisational Structure



Board of Trustees

The Board of Trustees has overall responsibility for the governance of BeyondAutism.

- Karen Sorab (Chair of Trustees)
- Jo Boait (Vice Chair)
- Patrick Riley
- Andy Lusk
- Roz Bristowe
- John Blake
- Kenneth Glover
- Maeve Bromwich

Senior Management Team

Tracie Linehan (CEO)
Kieran Bird (Head of Park House School)
Jon Ascot (Interim Head of Tram House School)
Allyn Zulver (Financial Controller)
Kath Boulter (HR Manager)
Lucy Christie (Marketing & Communications Manager)
Penny Deakin (Vice-Principal of Post-19)
Bernadett Rankasz (Head of Outreach and Training)

BeyondAutism School's Governing Body

The governing body is a sub-committee of the BeyondAutism Board and has responsibility for the governance of the schools, reporting to the Trustees.

Chair of Governors	Ian Hunter
Community Governors	Frank Brennan Harry Lund Vikki Langford Andy Swartfigure
Parent Governors	Sarah Kaikini Kirsten Robertson
Staff Governors	Rich LeRoy Jordana Lyons
Local Authority Governor	Jonathan England (Southwark)

Information for candidates

The post

The Trustees and Governors are seeking to appoint a Head of Tram House School to be an active member of BeyondAutism's Senior Management Team and to work in partnership with the Head of Lower School to lead BeyondAutism Schools. This is a fabulous opportunity for a qualified teacher who has significant senior leadership experience to build on our success and lead the school in its growth and development.

S/he will be responsible to the Chief Executive Officer (CEO) and will also be accountable to the Trustees and the Governing Body.

Working closely with the Head of Lower School, s/he will be responsible for the day to day leadership of teaching and learning at Tram House School, underpinned by the principles of ABA/VB and drawing on other therapies which support learning and the development of life

skills, in accordance with the policies approved by the Trustees and Governors and within the resources allocated by Trustees.

Working alongside the Head of Lower School, s/he will lead and support a multi-professional team which will ensure the highest possible quality of education for all the school's pupils, enabling them to achieve and be aspirational in all areas of learning and relevant life skills.

S/he will work alongside the Chief Executive Officer in developing positive relationships with outside agencies, including Local Authorities and for maintaining and building on pupil numbers whilst providing the highest standards of professional leadership, vision and strategic direction for the school in order to maintain its success, and build its future growth.

The person

Like all the charity's staff, the successful candidate will be passionate about improving the life chances of children with autism and their families. Experience of being a successful teacher and senior leader within a mainstream or specialist setting is essential. S/he will demonstrate knowledge of the National Curriculum and relevant external accreditation and their application to children and young people with autism, and also of the measures to assess pupil progress at all key stages.

S/he will hold NPQH and/or additional qualifications within a field relevant to this post. S/he must be committed to the use of ABA/VB in delivering a personalised curriculum to young people with autism (though expertise in the methodology is not an essential requirement), and might currently be working in the state sector while demonstrating an understanding of the independent, non-maintained and voluntary sectors.

The new Head of Tram House School will be able to motivate and inspire staff, pupils and parents to strive for excellence. S/he will be an excellent team leader, team builder and team member and will be willing to be formally accountable for those areas of responsibility agreed through the job description and to hold others to account.

The successful candidate will have first class interpersonal and communication skills and be excited by the opportunity to be an ambassador for the school. Evidence of regular relevant professional development will be asked for as will an understanding of, and involvement in, the organisation and/or delivery of effective staff development including appraisal.

JOB DESCRIPTION: Head of Tram House School

SALARY SCALE:	Inner London L14 to L19 (£61,695 – £68,789) dependent on previous experience and qualifications.
HOURS:	<p>Your normal working week is 5 days per week, Monday to Friday. The school will be open from 7.30am to 6pm during term time and until 8.30pm for Trustee, Governors' and parents' meetings. You will be expected to work a minimum of 37.5 hours per week during these times as required by the Chief Executive Officer / Trustees and to attend evening meetings as required. In addition you will be eligible for a thirty minute 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>
REPORTING TO:	Chief Executive Officer, BeyondAutism
LOCATION:	Tram House School, 520 Garratt Lane, London SW17 0NY. There is an expectation of travel between the school sites and charity office.
PROBATIONARY PERIOD:	Six months
HOLIDAY:	The school year for pupils is approximately 40 weeks. The Head of Tram House School's holiday entitlement will be taken outside the six school half terms as approved by the Governing Body. Some working time within school holiday periods is required.
SICK PAY:	In accordance with the BeyondAutism sickness absence policy.
OTHER BENEFITS:	Pension: Teacher's Pension Scheme
LINE MANAGEMENT OF:	<ol style="list-style-type: none">1) Senior Occupational Therapist (1)2) ABA Consultant (jointly with the Head of Park House School)3) Head of Pastoral/ Designated Safeguarding Lead (jointly with the Head of Park House School)4) Senior Teacher (1)5) Personal Assistant (jointly with Head of Park House School)6) Supporting the ABA Consultant to line manage Tram House School Class Supervisors (5)

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. We have made the strategic decision to split Rainbow School and register two schools in its place under the governance of BeyondAutism Schools – Tram House School (14 – 19 years old) and Park House School (4 – 13 years old), from September 2017. In addition to running BeyondAutism Schools, we also offer outreach, training and consultancy services, Post-19 provision and are developing an Early Years' service.

About Tram House School

Tram House School is an independent special school for children and young people aged 14-19 with autism and is one of BeyondAutism schools. Our schools offer 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.

1. The Head of Tram House School shall carry out his/her professional duties in accordance with and subject to:

- a. The contents of the BeyondAutism Memorandum and Articles of Association.
- b. Any legislation or statutory guidance with which BeyondAutism Schools must comply.

2. General Functions

Subject to paragraph 1, the Head of Tram House School shall be responsible for the internal organisation, management and control of Year 9 – 6th Form, and be aware of the evolving and potential needs of its oldest pupils to ensure appropriate and successful transition.

3. Professional duties

Duties include:

Strategic direction of the school

In conjunction with the Governing Body, the Head of Park House School and other senior staff formulating the overall aims and objectives of the school and policies for their implementation within the vision, mission and strategic direction set by the Trustee Board of BeyondAutism.

Management of Pupils

- Responsibility for the overall safeguarding and welfare of Tram House School pupils, in addition to the line management of the Head of Pastoral/Designated Safeguarding Lead
- Responsibility for the academic achievement and skill development of Tram House School pupils
- Responsibility for determining in conjunction with the principles of ABA, appropriate standards of behaviour
- Responsibility for determining, implementing and reviewing systems for monitoring, recording and improving pupils' attainment and progress (including: EHC Plans, annual reviews and parents' evenings)

Management of Staff

- Ensuring high standards of teaching
- Leading, motivating, deploying and managing school staff
- In conjunction with the Governing Body, Head of Park House School and Chief Executive, establishing an appropriate staff structure and defining staff tasks, responsibilities and job descriptions
- Taking the lead in the selection and appointment of teaching and non-teaching staff for Tram House School, in conjunction with the Governing Body adhering at all times to the principles of Safer Recruitment and the most recent Keeping Children Safe in Education
- Working closely with the BeyondAutism HR team in all aspects of recruitment, training and staff welfare
- Line management and performance management, alongside the Head of Park House School, of the School's senior leadership team
- Liaison and maintaining relationships with appropriate organisations representing school staff
- Responsibility for ongoing staff training including INSET and external training and for evaluating such
- Supporting as appropriate Newly Qualified Teachers (NQTs) in their induction year

Management of Curriculum

- Responsibility for ongoing development, implementation and monitoring of an appropriate 14 - 19 school curriculum using ABA/VB methodology linked to the National Curriculum, alongside speech and language and occupational therapies; having regard

to the needs, experience, interests, aptitudes and stage of development of the pupils and the resources available to the school.

Parents

- Responsibility for regular and effective reporting to parents about the progress of their children and other matters affecting the school, so as to promote common understanding of its aims
- Responsibility for developing strategies to ensure partnership with parents to develop and sustain optimal strategies for children's learning

Relations with other educational establishments

- Responsibility for developing and maintaining liaison with other schools and educational establishments with which BeyondAutism Schools has a relationship
- Responsibility for working with and reporting to LAs about pupils placed at the school
- Responsibility for ensuring an effective admissions pathway, this includes forming an admission committee in line with our Admission Policy, timely response to placement requests and ensuring that individual funding agreements reflect an the appropriate fee level.
- Responsibility for building effective links and pathways for successful and aspirational transition post-19, tracking destinations up to a year after leaving Tram House School

Management of Resources

- Overall responsibility for the management of Tram House School's financial resources, in conjunction with the Head of Park House School, Chief Executive and Governing Body, supported by the Financial Controller
- Determine short, medium and long-term priorities for the school having regard to any financial implications and the ability to meet these from foreseen income
- In conjunction with the CEO, responsibility for ensuring the development, maintenance, security and safety of the school buildings, grounds and equipment
- In conjunction with the CEO, the management and monitoring of health and safety of Tram House School.

Management and Governance

- Advise and assist the Governing Body in the exercise of its functions. Working with the Chair of Governors and Chairs of Governing Body Sub-Committee to prepare all Governing Body meetings and take forward any necessary actions

- In conjunction with the Governing Body, seeking advice from the CEO/HR as needed, to ensure all policies and procedures are up to date, reviewed regularly and in accordance with current legislative and regulatory requirements
- Draft the school development plan, in partnership with the Head of Park House School for approval by the Governing Body
- Establish effective evaluation processes to ensure the high quality and timely quality checking, evaluation and review of the upper school, in partnership with the Head of Park House School (SEF)
- Take an active role on BeyondAutism's Senior Management Team, delivering monthly reports as required
- Lead Tram House School in times of external review and scrutiny (including: Ofsted, Local Authority Reviews, school improvement reviews commissioned by the governing body and/or BeyondAutism)

Additional/general

- Safeguarding the security, safety and wellbeing of pupils at all times during school hours, in school and out in the community reporting any concerns in accordance with the Safeguarding and Child Protection Policy
- To monitor general health and safety within the classroom, rectifying any concerns or reporting to Health and Safety Officer / Site Manager as needed
- To understand, adhere to and actively implement all the policies and procedures of the school at all times
- To represent the charity at organised charity events and contribute to the organisation and running of the event when needed / out of hours on a voluntary basis
- To operate and comply with the provisions of the Data Protection Act 1998 and relevant BeyondAutism policies during the course of undertaking the role.
- As a term of your employment you may be required to undertake various other duties as reasonably required by the CEO.

Benefits for Employees

As well as knowing you are part of a team that is providing vital support to children and young people with autism and their families, we offer multiple and generous benefits to employees. These include:

Teachers' Pension Scheme – Qualified Teachers only

Qualified Teachers are eligible to join the Teachers' Pension Scheme in accordance with the rules of the scheme and BeyondAutism will make the appropriate level of employer's contributions.

BeyondAutism Pension Scheme – for all staff except Qualified Teachers

If you wish to join the BeyondAutism Pension Scheme we have an independent financial adviser who comes in regularly to advise staff. He will discuss with you how the scheme works and how much you would like to contribute into the scheme. To join you must be willing to contribute 3, 4 or 5% of your salary which will be matched by the same percentage from BeyondAutism as an employer's contribution. The financial adviser will explain the choices you can make regarding how your contributions are invested. He will also advise you on your investment risk profile and the option of payments being made tax efficiently via salary exchange. With salary exchange, contributions are deducted from your gross salary (as opposed to your net salary) which gives you savings on the tax and NI that you pay. Full details are available from the finance office and will be given to all new staff as part of the induction process.

Auto-enrolment – for all staff including Qualified Teachers

For those who don't elect to join either the Teachers' Pension Scheme or the BeyondAutism Pension Scheme the law requires us to automatically enrol you into the default BeyondAutism Pension. We will do this after you have been three months in employment with BeyondAutism. Minimum contributions will be deducted automatically from your salary plus a contribution to your pension will be made by BeyondAutism. This will not be via salary exchange and will not therefore be tax efficient - the contributions will be deducted from your net salary.

You will be auto-enrolled at 3 months and deductions will be made. We will inform you of your right to join the scheme earlier than three months. We will also inform you of your right to opt out of the pension scheme at any time. But you will be automatically enrolled first and then you have the option to opt out. If you opt out within a month of auto-enrolment, you will be refunded the contributions you have paid for that month.

Season Ticket Loans

The cost of a season ticket for travel to work will be loaned by BeyondAutism to staff to be repaid through monthly salary deductions for the period of the season ticket or less. Maximum period 12 months. Maximum loan £5000. Contact the finance office to set up a loan agreement. Staff must be in post more than three months to be eligible.

Bicycle Loan

The cost of purchasing a bike for the purpose of cycling to work can be loaned to staff up to a maximum value of £1000 repayable over a period of 12 months or less. Contact the finance office to set up a loan agreement. Staff must be in post more than three months to be eligible. In addition there are tax free cycle to work schemes available and if there is interest these could be set up.

Childcare Vouchers

BeyondAutism is part of the Kiddi Vouchers scheme and parents wishing to make use of childcare vouchers as a way to reduce the cost of childcare should contact the finance office for full information.

Employee Assistance Programme – Health Assured

As a Beyond Autism employee, you are entitled to free 24/7 counselling support and free face-to-face counselling. This is a **confidential** Employee Assistance Programme. EAPs are intended to help employees deal with personal problems that might adversely impact their work performance, health, and wellbeing.

Perkbox

We know there's more to life than work - that's why when you join BeyondAutism you'll get your pick of our amazing company perks. That includes phone insurance, tastecards, and great price cinema tickets, plus loads more. New perks are added every week, which can be tailored to your preferences.

You will be sent an activation email to your work email address where you can login to your account and chose your perks from there! Find out more about all our employee rewards here: <https://www.perkbox.co.uk/beyondautism> .

Onsite Counsellor

Our staff are our most important asset. It makes sense to support employees who are suffering with mental health problems or for staff who just need someone to talk to.

We have two onsite counsellors. Free one to one sessions are available for all staff.

Terms and Conditions

Remuneration

The school observes the national agreement on teacher pay. Tram House School is a Group 3 (S) school and the ISR is L14 – L19 (£61,695 – £68,789) on the Inner London pay spine. The school is a member of the Teacher's Pension Scheme. A wide range of benefits include reasonable expenses incurred while carrying out school duties, administrative support and dedicated time for CPD, curriculum development, research and promotional activity.

How to apply

All candidates who are interested in applying for this post are strongly encouraged to visit the school. Please contact the HR Department on 020 3031 9705 to arrange a visit.

To apply for this position, please email a completed application form to admin@beyondautism.org.uk. Please use the supporting statement section to specify how you meet each of the shortlisting criteria outlined in the Person Specification.

You should give the names, positions, organisations and telephone contact numbers of two referees, one of whom should be your current/most recent employer. References will only be taken once your express permission has been granted but at least one reference is required prior to interview. An enhanced DBS disclosure is essential for this post as well as a strong commitment to safeguarding children.

We would be grateful if you could let us know if you will require any special provision as a result of any disability should you be called for interview.

Finally, please ensure that you have included mobile, work and home telephone numbers, as well as any dates when you will not be available or might have difficulty with the timetable below.

Timetable

Closing date: Monday 12th February

Interviews to take place in the week beginning: 26th February

Start date: September 2018

We look forward to hearing from you. Our prospectus and most recent Ofsted report are available online at <http://www.beyondautismschools.org.uk/>