

JOB DESCRIPTION: Post-19 Pastoral Lead (Part-time)

SALARY SCALE:	U1 (£44,052) – U3 (£47,771) FTE
HOURS:	2 days per week.
TYPE	Part Time, Permanent
REPORTS TO:	Deputy Head of Post-19
LOCATION:	216 Goldhawk Road, London, W12 9NX 14 Enterprise Way, London, SW18 1FZ
PROBATIONARY PERIOD:	Six months
HOLIDAY:	The service year for students is approximately 40 weeks. All services closures are non-working days.
SICK PAY:	In accordance with the BeyondAutism sickness absence policy.

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 BeyondAutism Post-19, BeyondAutism also runs two schools and offers outreach, training and consultancy services.

About BeyondAutism Post-19

BeyondAutism Post-19 is an independent special education setting for adults aged 19-25 years with autism. BeyondAutism Post-19 offers a structured programme of intensive intervention, applying the scientific principles of Applied Behaviour Analysis (ABA) and Verbal Behaviour (VB) to deliver a bespoke curriculum and to teach functional communication and life skills; empowering our students to lead rewarding lives and fulfil their potential.

Job purpose

As the Post-19 Pastoral Lead you will be an active member of the service's senior leadership team. You will be responsible for organising and delivering EHCP meetings, take an active role in safeguarding and be pivotal in the strategic development of the curriculum offer.

KEY TASKS:

To be responsible for the education and welfare of the pupils

Working effectively with the Deputy Head of Post-19 to ensure the safeguarding of the students, modelling best practice at all times.

- Complete the training required to become an Alerting Deputy Manager / Designated Safeguarding Person for the service and work alongside the Deputy Head of Post-19 in delivering the Safeguarding Adults Policy and Procedure.
- To deputise for the Deputy Head of Post-19 as the Alerting Manager in their absence.
- Lead on and take an active role in the delivery of the Education Health and Care Plan (EHCP) meetings as well as the Annual Review process, driving forward and recording pupil outcomes

To manage the delivery of academic qualifications and work experience placements

- To lead and manage ASDAN qualifications, collating of evidence and moderation
- To oversee the quality of evidence for all qualifications and accreditations
- To further develop the accreditation framework
- To build links with and manage relationships with work experience providers
- To build on and develop social enterprise opportunities for Post-19

To play a key role in stakeholder training

- To provide training to those who support our students both in and out of the service.
- To supervise home and community visits.
- To support and advise all staff with home and community visits, ensuring that all stakeholders are receiving adequate information and or support regarding our student's learning.

To ensure, oversee and contribute to the training of Post-19 staff

- To support the Deputy Head in delivering induction training of all staff (INSET), especially trainee tutors.
- To contribute to the content of training materials where necessary and in consultation with the Deputy Head of Post-19.
- To monitor the quality of behaviour management, teaching and learning, in line with our policies.
- To develop and implement class specific inset or after service training sessions.
- To actively participate in the overall management of the Hub teams.

Monitor and contribute to quality assessment, recording and reporting

- Alongside the Deputy Head monitor the quality of Individual Education Plans, progress and annual review reports, behaviour management plans and other student progress or planning documents, in conjunction with the Head of Post-19.
- To contribute to the development of EHC Plans and to monitor the outcomes for student through data.

General

- To remain cognisant of evolving teaching techniques using the principles of Applied Behaviour Analysis in particular Verbal Behaviour.
- Maintain effective and efficient management and organisation of the accommodation and resources of the service.
- Ensure the maintenance of a structured environment for effective teaching and learning.
- To represent the service at SEND Tribunals.
- To support in assessing prospective students

Service Senior Leadership Team

- Take an active role in the drafting of the service development plan, in partnership with the Deputy Head of Post-19 for approval by the Advisory Board
- Conduct effective evaluation processes to ensure the high quality and timely quality checking, evaluation and review of the service, in partnership with the Deputy Head of Post-19 (SEF).
- Take an active role on BeyondAutism Post-19's Senior Leadership Team, delivering monthly reports as required.
- Attend regular SLT meetings as required.
- Take an active role in times of external review and scrutiny (including: Ofsted, Local Authority Reviews, service improvement reviews commissioned by the Advisory Board and/or BeyondAutism)

Other Duties and Responsibilities

- To be involved in Outreach projects when required.
- Other duties that the Deputy Head of Post-19 may from time to time ask the post-holder to perform.