

## Job Description: Teaching and Learning Mentor

<b>SALARY RANGE:</b>	£19,000 during probationary period, £20,000 once confirmed in post, £20,500 after one year's service, with the potential to increase to £23,500 depending on performance (salaries will be subject to a review in April 2022 effective September 2022).
<b>HOURS:</b>	37.5 hours per week
<b>ACCOUNTABLE TO:</b>	Head of Post-19
<b>LINE MANAGER:</b>	ABA Supervisor
<b>LOCATION:</b>	Wandsworth and Hammersmith, London
<b>PROBATIONARY PERIOD:</b>	Four months
<b>HOLIDAY:</b>	The student year is approximately 40 weeks. All project closures are non-working days (approx. 11 weeks)
<b>SICK PAY:</b>	Subject to following procedure, full pay whilst unable to work due to sickness as follows: 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
<b>OTHER BENEFITS:</b>	Mentoring and Personal Development. Pension: 3, 4 or 5% matched contributions after 3 months in post, loans for Season Tickets / bike purchase scheme, Perkbox (discounts and employee benefits scheme), wellbeing programme

### About BeyondAutism

BeyondAutism is a charity with a vision that everyone with autism accesses an education which empowers a life full of choice, independence and opportunity.

We run outstanding educational services for children and young adults with autism aged 15 months to 25 years as well as providing Outreach and Training services for parents, carers and professionals. Our Research and Learning hub is a conduit for sharing great practice, for problem solving through research and for inspiring learning across the globe.

### Job Purpose

The role involves supporting a young adult in our Post-19 service and out in the community. Working with a team of Teaching and Learning Mentors, you will provide excellent support using the methods of ABA/VB teaching to a young adult with autism and associated learning

difficulties. You will support the ABA Supervisor and ABA Instructor in ensuring the daily needs of our students are met in a professional, competent, safe and fun environment within our Post-19 service. You will need to follow the principles of ABA to enable the students to access learning in a way that allows them to learn new skills at their own pace. Further training on ABA/VB in an adult setting will be given to the successful candidate.

## What we expect of you

### Key tasks

- To work in a team providing ABA/VB instruction to a young adult with autism and related communication disorders.
- To support a young adult out in the local community, including developing skills to use public transport, developing social and communication skills, promoting independence and encouraging personal interests.
- To analyse pupils' behaviour to allow for a function of the behaviour to be identified and to deal with the behaviour where appropriate in a calm and professional manner and in accordance with individual pupil behaviour plans, risk assessments and BeyondAutism policy. This may include the use of positive handling techniques (Team Teach).
- To ensure that individual and class timetables are adhered to at all times.
- To be flexible and willing to follow any variations in staff timetabling and student cover – including last minute changes implemented when necessary.
- To collect and record clear data on all programmes, including accurate analysis and recording of sequence-analysis-data (Antecedent-Behaviour-Consequence).
- To provide intimate care (e.g. toileting, medication and support with feeding) for pupils and whilst in the community as required.
- To supervise and support pupils on activities and trips, including swimming.
- To be responsible for the safeguarding and health and safety of pupils and whilst in the communities, including the maintaining of a safe environment, following and implementing relevant policies and risk assessments as appropriate.
- To graph daily and weekly progress accurately.
- To monitor and maintain your clipboards and programme folders, ensuring they are kept up to date and ready for an unfamiliar teacher.
- To ensure the production, organisation and maintenance of curricular and teaching materials are age appropriate, functional and relevant to your learner.
- To inform your Supervisor of 2-week flatlines on programmes within your folder so that progress can be monitored and teaching procedures amended where applicable.
- To complete the home-communication book daily in accordance with relevant policy and ensure good home-school communication.
- To actively participate in staff meetings, training and performance competencies on a regular basis. To undertake appropriate professional development on a range of relevant issues as agreed. To play an active role in your own training and progression in understanding and your ability to apply the principles and procedures of ABA and VB.

## Additional/general

- Safeguarding the security, safety and wellbeing of pupils at all times, including in the Hub and out in the community reporting any concerns in accordance with the Safeguarding Policy.
- To monitor general health and safety, 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 BeyondAutism at all times.
- To actively participate in staff meetings and staff training sessions.
- To develop knowledge of autism spectrum disorders including the effect upon individuals and families and to demonstrate a thorough knowledge of ABA/VB procedures and practice.
- 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 undertake additional tasks as directed by the ABA Supervisor.

**If you would like to know more or ask a question please email [recruitment@beyondautism.org.uk](mailto:recruitment@beyondautism.org.uk)**

BeyondAutism is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of ethnicity, religion, sex, sexual orientation, age, marital status, disability or gender identity.

BeyondAutism is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced disclosure will be conducted for the successful applicant.