

Membership of Post-19 Advisory Board Role Description

Background

BeyondAutism is a charity dedicated to ensuring everyone with autism accesses an education which empowers a life full of choice, independence and opportunity. We do this through positive educational experiences, training for the people who work with them and support for their families and carers.

We run BeyondAutism schools, Independent Special Schools, offering transformative specialist education for children and young adults with autism aged 4-19. Our Early Years' Service provides support for families and children aged 15 months – 5 years, while our Post-19 provision offers opportunities to young adults with autism, from the age of 19 up to 25 – preparing them for adulthood with a skillset that enables them to have choice and control.

BeyondAutism's Post-19 provision is expanding rapidly in response to growing market demand and members of the Advisory Board are responsible for providing oversight to the three Post-19 hubs.

Each student is provided with a truly personalised curriculum and one-to-one support, where appropriate, by dedicated and passionate staff using the principles and practice of Applied Behaviour Analysis (ABA) and Verbal Behaviour (VB). Ultimately the goal is to prepare and support students to live as independent a life as possible and to nurture confidence, independence and self-belief.

The Post-19 Advisory Board is a sub-committee of the BeyondAutism Trustee Board.

Role overview

Members of the Advisory Board have a key role in the governance and leadership of BeyondAutism's Post-19 services and are required to model the role of 'critical friend' to the Head of Post-19 by providing advice and support in as constructive a manner as possible.

Members are responsible for attending the Advisory Board's three termly meetings with the Advisory Board structured with seven members who support, challenge and advise the service leadership.

Being a Board Member should take up no more than 10 days a year, equal to about one day each half term plus preparation for and attendance at a minimum of 3 meetings each year. The term of office is for an initial 4 years.

The Advisory Board works with the Director of Services and Head of Post-19 to ensure that our provision meets all statutory and compliance requirements.

This is an unremunerated role, though reasonable out of pocket expenses will be reimbursed.

Key responsibilities:

Working alongside the Chair of the Advisory Board and Head of Post-19 service Board Members will ensure the following.

Strategic key responsibilities - Board Members will ensure that:

- The Advisory Board focuses on a strategic overview rather than becoming involved in detailed operational matters of the hubs.
- The Advisory Board works in partnership with the Head of Service and Head of Post-19 to establish a strategic plan including a detailed improvement/ development plan within agreed reporting cycles.
- All statutory requirements and regulations are met, and that the service provides value for money in its use of resources.
- Advisory Board business is conducted efficiently and effectively.
- The Advisory Board keeps to the remit contained within its Terms of Reference.

Safeguarding key responsibilities - Board Members will ensure that:

- The Advisory Board reviews and monitors the safeguarding of vulnerable adults, including that Mental Capacity Act (MCA) assessments and duties under the Deprivation of Liberty Safeguards (DOLS) are being fulfilled.
- There is a link bBoard Member to scrutinize safeguarding in-line with the service's policies and procedures

Management of meetings - Board Members will ensure that:

- The Advisory Board is given clear lead and direction by the Chair and Head of Post-19 service, ensuring that Board Members work as an effective team and understand their accountability and the part they play in the strategic leadership of the service and in driving forward service improvement(s).

Focus of Advisory Board meetings – Board Members will ensure that:

- At each meeting there is a robust review of student progress against both improvement plans and overall student attainment and progress targets.
- The Advisory Board both supports and challenges the service and holds senior staff to account for improving the quality of teaching, attainment and outcomes.
- The Advisory Board reviews the Post-19 Self Assessment Report (SAR) and Quality Improvement Plan (QIP) and makes recommendations to the Board of Trustees.
- Policies are reviewed, challenged and amended where necessary and that such is review/challenge and amendment adheres to the agreed review cycle.
- Staff surveys and student voice reports are reviewed, and following actions are agreed to address issues of concern.
- Each Board Member is given the opportunity to contribute to meetings.

Development of the Advisory Board - Board Members will ensure that:

- With the Head of Post-19, he/she builds the team by attracting new Board Members with the necessary skills and experience to support effective and ongoing succession planning.
- A skills audit of the Advisory Board is undertaken every two years to identify where there may be gaps in knowledge or experience and that this skills audit is used to identify appropriate methods to bridge these gaps through either training of serving Board Members or the recruitment of new Board Members with the required expertise and experience (or a combination of both).

Other tasks and activities – Board Members will ensure that:

- He/she represents the Post-19 Service and Advisory Board at internal events and externally as required.

We are committed to safeguarding, promoting the welfare and safety of adults at risk, and we expect all Chairs and Trustees to share this commitment.

An enhanced DBS disclosure is required for this role.

Will Glover

Elizabeth Robinson

Chair Post-19 Advisory Board

Head of Post-19 Service

May 2022

Person Specification

	Essential	Desirable
Qualifications and Knowledge	<p>Educated to degree level or relevant experience</p> <p>Knowledge of the adult education and care sector</p>	<p>Experience of provision for 19-25-year olds and in particular of autism related provision</p> <p>Understanding of Applied Behavioural Analysis (ABA) and Verbal Behaviour (VB)</p>
Experience related to position	<p>Have worked in adult care at a senior level and with understanding of the vital importance of safeguarding</p> <p>Experienced in analysing and making sense of data</p> <p>Experience in holding people to account for agreed actions and responsibilities</p>	<p>Experience of autism related provision for adults</p> <p>Understanding of housing and support available for vulnerable adults from local authorities and other charitable sectors.</p>
Skills	<p>Excellent organisational skills and ability to effectively prioritise work and balance competing demands</p> <p>Strong verbal and written skills</p> <p>Strong attention to detail and accuracy</p> <p>Good interpersonal and negotiation skills, tact and diplomacy</p> <p>Independence of thought and sound judgment</p> <p>Critical listening skills and the ability to ask effective questions</p> <p>Strategic thinking</p> <p>Excellent communication skills both written and verbal.</p>	

Behaviours	<p>Willingness to devote time, enthusiasm and effort to the duties and responsibilities of a Board Member</p> <p>Willingness to make and stand by collective decisions, even if s/he offered an alternative view during discussions</p> <p>Ability to build and maintain effective working relationships with colleagues across the organisation and externally</p> <p>Willingness to undertake training</p> <p>Commitment and empathy with the vision and mission of BeyondAutism.</p>	
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