

## **JOB DESCRIPTION: Internship – 1 year**

<b>SALARY:</b>	£9,875 per annum
<b>HOURS:</b>	Term Time only
<b>REPORTS TO:</b>	Line manager in service
<b>LOCATION:</b>	You will work between Park House School, Tram House School and Post-19. You may also be occasionally required to work at our other sites and potentially visit other organisations and partners on our behalf.
<b>PROBATIONARY PERIOD:</b>	2 months
<b>HOLIDAY:</b>	School holidays as published by BeyondAutism Schools
<b>SICK PAY:</b>	In accordance with the BeyondAutism sickness absence policy.
<b>OTHER BENEFITS:</b>	Travelcard loan, cycle-to-work scheme, Perkbox employee discounts, access to company pension scheme.

### [About BeyondAutism](#)

BeyondAutism is a charity dedicated to empowering people with autism to lead lives full of choice and control through positive educational experiences, training for the people who work with them and support for their families and carers. We are experts in educating children and young adults with autism. By applying the principles of Applied Behaviour Analysis (ABA) and Verbal Behaviour (VB) we teach students and arm them with the life skills they need to live as independent a life as possible.

### [Objectives of the internship](#)

The BeyondAutism internship is designed to offer those who have a formal diagnosis of autism, or with social and communication difficulties, the chance to access and experience meaningful and supported work. The internship aims to promote independence, strengthen inclusivity in the workplace, and enhance employability prospects, helping those involved to become active citizens.

## Overview of the intern role

As an intern you will spend an academic year at BeyondAutism learning new skills and experience working within the Schools and Services. You will spend 2.5 days within Park House, Tram House School or Post-19, 1 full day on employability skills and 1.5 days doing project work. Time will be spent working alongside school staff, developing key skills, and supporting the schools, including in areas of Outreach; Training; Research; and Employment. During the work skills sessions, you will be spending time on building your CV and understanding what is required to pursue a career within the Education sector.

You will be required to complete various tasks, under the direction of a mentor from your supervisor. You will also have access to job coaching, as and when needed.

## Main responsibilities

Responsibilities will be dependent on your own skills, experience and requirements of the individual department. Some of the key tasks an intern might be asked to do include:

- Supporting across the school
- General administration duties & associated marketing admin duties
- Emailing and sending out letters as required.
- Helping to make resources for classrooms and services.
- Photocopying documents
- Inputting data into spreadsheets and databases
- Communicating with colleagues
- To follow BeyondAutism safeguarding policies.
- 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 each department mentor.
- To comply with the Data Protection Act 1998 and relevant BeyondAutism policies throughout the internship.
- All members of the organisation are required to follow safeguarding procedures and policies, including participating in mandatory training.

## Person Specification

You will be keen to build your experience and skills and to explore new areas of organisational life. You will want to develop your confidence as well as your CV so that you are better placed to apply for work at the end of the programme, not only with BeyondAutism but with other organisations too.

You might find working in large groups of people difficult but are keen to work with others. You could benefit from clear structure and support from a workplace mentor. You might find the

interview process difficult – we will accommodate reasonable adjustments to ensure our process is inclusive.

- If you would like to work and take the first steps to building your career, this position could be a great next step for you.
- Level 4 or Grade C at GCSE
- Great attention to detail, good spelling & grammar
- Can work independently but also as part of a team
- IT skills which can be built upon
- An appreciation that being reliable and mindful about timekeeping is important
- Experience of working in a school environment (desirable)
- Wanting to learn and help make a difference (essential)