



# Teaching and Learning Mentor

Job Description & Person Specification

**BeyondAutism Post-19**

**September 2023**

Registered Charity No. 1082599  
020 3031 9705  
[beyondautism.org.uk](https://beyondautism.org.uk)

 **BeyondAutism**

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# About BeyondAutism

We are experts in delivering autism education services from pre-school to 25. BeyondAutism is a non-profit organisation, driving change in the world of autism education to ensure autistic children and young adults access an education which empowers a life full of choice, independence and opportunity. We do this by creating positive educational experiences, training for the professional team around a child, and information, resources and support for families and carers.

## Our services:

We deliver rapid and sustained outcomes in our Early Years' service by working with parents and children together. Empowering parents to feel resilient and confident in meeting the needs of their child leads to aspirational, informed choices creating a positive and successful step into primary education.

Our schools and Post-19 service have a specialist curriculum that ensures sustained success beyond the age of 25, setting children and young adults up with the skills and independence to lead a life of their choosing. Children with an EHCP are up to six times more likely to be excluded for a fixed period or permanently than pupils with no special educational needs.<sup>1</sup> The majority of these pupils will have autism alongside other communication and learning difficulties.

We're activating networks and building local capacity with our solution focused Outreach team; and our unique Fast Responder service is working at the point of crisis to change the national picture and reduce school placement breakdown.

## Our values

At BeyondAutism we are:

### Dedicated to delivering excellence

Developing expertise, outstanding services and positive engagement, always seeking to go above and beyond expectations.

### Committed to Behaviour Analysis, underpinned by the science of Applied Behaviour Analysis and Verbal Behaviour

Contributing to research and ensuring our staff continually develop and share best practice that ensure aspirational outcomes are achieved for autistic individuals.

### Respectful

Embracing diversity, showing integrity, acting with compassion and always treating people with dignity.

### Proud to challenge

Listening, changing thinking, shifting attitudes and educating.

## Job overview

- As a Teaching and Learning Mentor you will be supporting autistic young adults aged 19-25, delivering outstanding education that empowers a life full of choice, independence and opportunity
- You will develop the communication, independence and daily living skills of your learner making a direct impact on the quality of life for that person
- Under the supervision of a Behaviour Analyst, you will be working as part of an experienced interdisciplinary team committed to living the vision and values of the organisation

# What we can offer you

You can find a very rewarding career with BeyondAutism in a wide variety of roles. As well as being part of a team delivering life-changing services, we offer multiple and generous benefits to employees.



## Pension scheme \*

We offer a competitive pension scheme via salary exchange of 3, 4 or 5% and match your contribution.



## Term-time only roles

We have a number of jobs in term time only, perfect for those returning to work after a career break or for parents with young children.



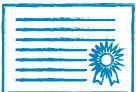
## Season ticket loan \*

We can loan you the cost of your season ticket, repaid through monthly salary deductions for the period of the season ticket or less. Maximum period 12 months. Maximum loan £5000.



## Bicycle loan \*

We can loan you the cost of purchasing a bike for the purpose of cycling to work. Up to a maximum value of £1000, repayable over a period of 12 months or less.



## Continuing Professional Development (CPD)

Further education opportunities including Masters, RBTs, diplomas and certificates; and opportunities for membership for relevant professional bodies.



## Professional Membership fees

Reimbursement of the cost of annual professional membership fee where continued membership registration is a requirement of your role.



## Onsite counsellor

One counsellor working across our sites offering confidential 1:1 counselling sessions.



## Perkbox

Access to an online perk scheme which gives you your pick of over 200 great discounts and freebies such as a free monthly hot drink from Cafe Nero, discounts on high street shopping and great price cinema tickets.



## Employee Assistance Programme

Free access to a 24/7 confidential counselling support, including opportunity for face-to-face support.



## Employee Referral Programme

Generous £400 thank you payment when you refer somebody into one of our open vacancies.



## Eyecare vouchers

Vouchers to cover the cost of an annual eye examination and single-vision spectacles, if needed.

Benefits marked with (\*) are contractual benefits open to staff who have been in post for three months or more.



## Key tasks

- To work in a team providing Behaviour Analysis 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 students' 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 student 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 students in the hub and whilst in the community as required.
- To supervise and support students on activities and trips, including swimming.
- To be responsible for the safeguarding and health and safety of students in the hub and whilst in the community, 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 Mentor.
- To ensure the production, organisation and maintenance of curricular and teaching materials are age appropriate, functional and relevant to your learner.
- To inform your Behaviour Analyst 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 Behaviour Analysis.

## Additional/general

- Safeguarding the security, safety and wellbeing of students 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 including the impact upon individuals and families and to demonstrate a thorough knowledge of Behaviour Analysis 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 Behaviour Analyst.
- To operate and comply with the provisions of the Data Protection Act 1998 and relevant BeyondAutism policies during the course of undertaking the role.



# What you will bring to the role

We are looking for passionate and dedicated people who want to make a truly positive impact on autistic peoples' lives. Working as part of a team you will provide excellent teaching to autistic students, shaping their educational journey.

	Essential	Desirable
Education & qualifications	<ul style="list-style-type: none"> <li>Educated to A Level or recognised child care qualification</li> </ul>	<ul style="list-style-type: none"> <li>Psychology Degree (honours)</li> </ul>
Specific knowledge, experience and technical skills	<ul style="list-style-type: none"> <li>Experience of working with young adults with Special Educational Needs including autism</li> <li>Experience of supporting young adults out in the community</li> <li>Good standard of literacy and numeracy</li> <li>Willingness to learn new methods of teaching autistic young adults</li> <li>Understanding of and commitment to equality of opportunity within an inner-city, special needs environment</li> <li>Commitment to undertaking further training and professional development</li> <li>Demonstrable interest in education</li> </ul>	<ul style="list-style-type: none"> <li>Experience of Behaviour Analysis</li> <li>Experience of working in a school or other educational setting</li> <li>Training or qualifications related to teaching young adults with SEND.</li> </ul>
Personal attributes	<ul style="list-style-type: none"> <li>Ability to work in a pressured environment</li> <li>Ability to work independently with minimal support</li> <li>Ability to work as a member of a team</li> <li>Professional attitude – including professional dress code</li> <li>Good communication and interpersonal skills – ability to communicate effectively with students, parents and staff</li> <li>The ability to establish a rapport with people (including students, parents, staff and managers)</li> <li>The ability to demonstrate tact and diplomacy</li> <li>Understanding of and commitment to the BeyondAutism Safeguarding Policies for adults and children</li> <li>Physically and emotionally resilient in order to work with autistic young adults who may present with behaviours that challenge</li> <li>Passionate and committed to the skill development of students and a determination to ensure every student receives the best education possible</li> <li>Patient, a calm demeanour and an empathetic nature</li> <li>Ability to follow directions and implement training received in a timely manner</li> <li>A positive attitude towards the science of Behaviour Analysis and its use within the service</li> </ul>	<ul style="list-style-type: none"> <li>Work experience in a high-pressure service-based setting</li> <li>Passion for Behaviour Analysis</li> </ul>

<b>SALARY SCALE:</b>	£21,000 during probationary period, £21,750 once confirmed in post, £22,405 after twelve months service
<b>HOURS:</b>	37.5 hours per week (term-time only)
<b>ACCOUNTABLE TO:</b>	Head of Post-19
<b>LINE MANAGER:</b>	Behaviour Analyst
<b>LOCATION(S):</b>	Wandsworth and Hammersmith, London
<b>PROBATIONARY PERIOD:</b>	Four months (16 working weeks)
<b>HOLIDAY:</b>	The student year is approximately 40 weeks. All project closures are non-working days (approx. 11 weeks) .
<b>HOW TO APPLY:</b>	If you're interested in applying for the role, please send your CV and covering letter to <a href="mailto:recruitment@beyondautism.org.uk">recruitment@beyondautism.org.uk</a> . If selected for interview you will be required to fill out a full application form for safer recruitment purposes.

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.

