

JOB DESCRIPTION

Director of Education

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| Salary | D13 – D16 (£79,201 - £86,545) |
| Hours | Your normal working week is 5 days per week, Monday to Friday. You will be expected to work a minimum of 37.5 hours per week, being mindful of the times our services operate, as required by the CEO. In addition, you will be eligible for a 1-hour lunch break which is unpaid. Variations may be introduced to meet changing needs; however, these will only be introduced after consultation with you. |
| Reports to | CEO |
| Location | Hybrid (Remote working to be combined with regular visits to all services and the Charity office in Roehampton). |
| Probationary period | 6 months |
| Holiday | 25 days per annum plus bank holidays |
| Line management responsibility | Heads of Services |
| Other benefits | 5% Pension, Cycle loan, Season-ticket loan, Employee Assistance Program. |

Purpose of the post

The post of Director of Education exists to ensure that BeyondAutism promotes, maintains and improves education for autistic people through our operational services. We are highly ambitious and will provide educational services that reach far beyond London.

The Director will ensure that everyone who needs our service knows about it and is able to connect with us at the times and through the channels of their choosing. They will ensure that we are meeting their information, emotional and support needs, supporting them to access services, by working in collaboration with Marketing & Comms.

Relationships

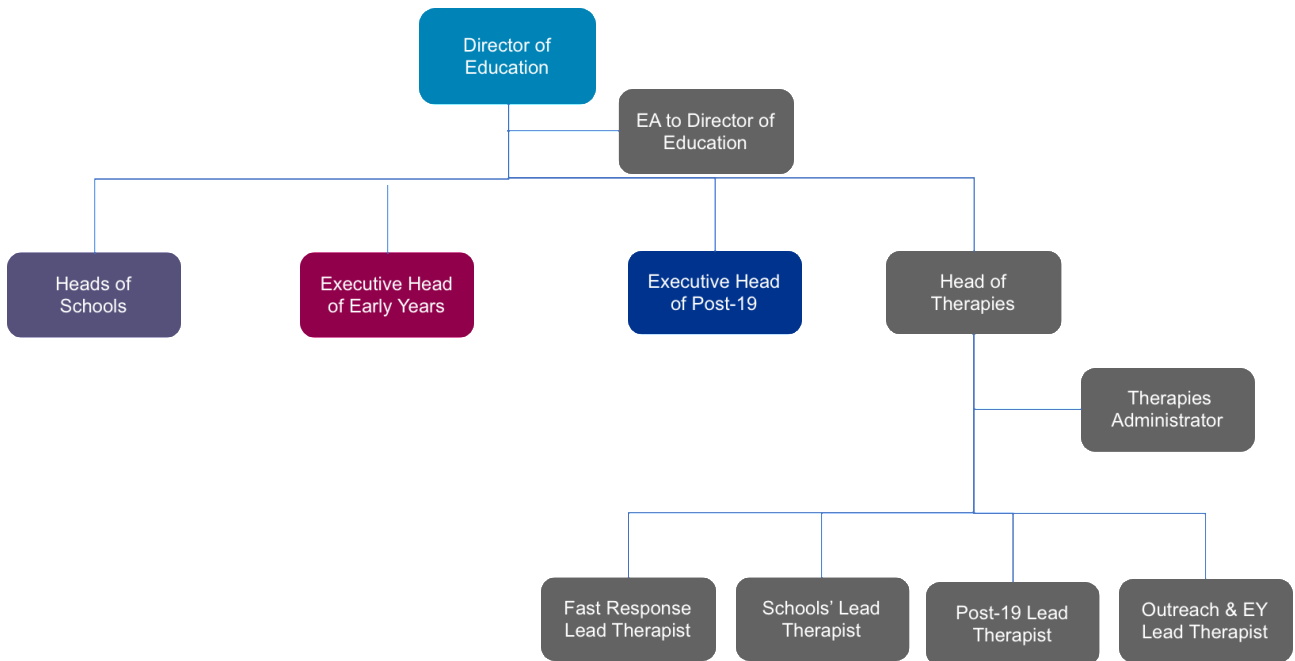
The Director of Education will report to the Chief Executive and be a critical member of the Senior Management team alongside Directors of New Business Development, Marketing and

Communications, HR, Fundraising, Finance, Commercial and the Heads of Services. The Senior Management team is expected to work in very close collaboration in order to ensure aligned working in the delivery of their shared responsibility for the success of BeyondAutism.

The Director of Education will have strong working relationships with and attend the meetings of the Governing bodies and Advisory Boards.

Our operational services

- Early Years
- BeyondAutism Schools
- Post-19
- Therapies



Key responsibilities

Strategy and leadership

- Develop, in conjunction with the Chief Executive, the strategy and service development to ensure that BeyondAutism has significant impact towards a vision where **“everyone with autism accesses an education which empowers a life full of choice, independence and opportunity”** by delivering outstanding education for children and young adults up to 25 years old, and training services, underpinned by behaviour analysis.

- Be collectively accountable as part of the Senior Management team for leading and managing BeyondAutism, ensuring high performance and maximum cross-organisational collaboration and synergy, deputising for the Chief Executive when necessary.
- Develop, lead and manage our operational services, championing our values and management principles, ensuring delivery of our objectives; in conjunction with being accountable for the budget and optimum utilisation of resources.
- Deliver regular updated management information to key stakeholders across the organisation.
- Create an environment of continuous improvement to achieve and promote a culture of high standards and expectations that values and empowers staff.
- Act as BeyondAutism services safeguarding lead.

Service excellence

- Line manage the Heads of Services as well as taking responsibility for recruiting the team of service delivery and support professionals necessary to deliver our strategy.
- Ensure that the services' functions tell their stories and promote their availability powerfully through BeyondAutism's web site, social media and other online outlets.
- Embed an outcome reporting mechanism to ensure effective collection and reporting of the impact achieved by our services.
- Working with the CEO set, monitor and ensure quality standards for BeyondAutism's services, routinely seeking opportunities to improve quality and consistency.
- Set a culture of reflection and continuous improvement, ensuring that our services are consistently judged as outstanding by the regulatory bodies and our stakeholders.

Compliance and regulation

Working with the CEO:

- Ensure that our regulated activities are fully compliant with all relevant regulations and standards
- Embed a compliance monitoring system that swiftly identifies areas of concern and a process for taking appropriate remedial action.
- Through the line management of the Heads of each service ensure that Health & Safety compliance is achieved and that our practice, risk assessments, policies and procedures are fit for purpose

Service development

- Ensure that service self-evaluation processes are robust and that they feed a cycle of improvement and development
- Be the lead senior contact through external audits and inspections.

- Ensure that all colleagues in the operational services support fundraisers, including by providing compelling stories and impact measurement information in a timely fashion.

Financial sustainability

- With the CEO, Commercial Director and Finance Director, regularly review and evaluate the operational model for each service, ensuring viability and sustainability.
- Embed effective monitoring systems to ensure that service expenditure is within budget, and that the Heads of each service are held to account for their delegated budgets
- Work in partnership with the Finance Director to review placement fees, set budgets and to forecast effectively in year.

General

- Take responsibility for other duties relevant to the purpose of the role as requested by the CEO.
- These responsibilities are subject to review and may be varied in emphasis depending on operational requirements and relative strengths within the Senior Management team.

October 2022