

## Outreach Consultant (Band 3) Job Description (October 2022)

<b>SALARY:</b>	£41,800
<b>HOURS:</b>	37.5 hours per week
<b>REPORTS TO:</b>	Head of Research and Learning
<b>LOCATION:</b>	Flexible working, including working from home, the Charity Office and outreach schools and services.
<b>PROBATIONARY PERIOD:</b>	Six months
<b>HOLIDAY:</b>	Holiday entitlement is 25 days annually
<b>SICK PAY:</b>	Full pay whilst unable to work due to sickness as follows: <ul style="list-style-type: none"><li>• 0 days in first three months</li><li>• 5 days for the remainder of the first year</li><li>• 20 days thereafter</li><li>• Salary payments for periods of sickness beyond 20 days in a 52-week period are at the discretion of BeyondAutism</li></ul>
<b>OTHER BENEFITS:</b>	Pension: 3, 4 or 5% matched contributions after 3 months in post, loans for Season Tickets / Bike purchase
<b>LINE MANAGEMENT OF:</b>	Outreach Consultants (Band 1 and 2)

### About BeyondAutism

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.

BeyondAutism schools are 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.

### Job purpose

As an Outreach Consultant you will be an active member of the outreach team informing the strategic direction of the outreach service and ensuring the quality of behaviour analysis the BeyondAutism Way delivered to our partner schools and local authorities. The Outreach Consultant will contribute and lead on the delivery of pilot projects and have a responsibility to deliver both internal and external commissioned training. The Outreach Consultant will lead on the development of our training provision, as well as increasing our networks and reach. The Outreach Consultant will be expected to contribute to Research and Learning department as a whole.

### Key Tasks

#### To be responsible for the welfare of the pupils

- Working effectively with the Head of Research and Learning and commissioning services to ensure the safeguarding of learners.

#### To lead on assessments, proposals, and packages of support with schools, local authorities, and other commissioning services

- Work with the Head of Research & Learning and colleagues to organise, conduct and write assessments for learners.
- Create effective proposals that respond to the needs of learners and the services that support them.
- Work collaboratively with our stakeholders, respecting the contributions of others and their scopes of practice.
- Create support packages which are based on upskilling services and providing consultation enabling services to meet the needs their learners. Packages take into account the unique context of each service.

## To play a key role in training

In partnership with the Head of Research & Learning:

- Oversee the training offer provided by the Outreach & Training service – including our online and in-person provision.
- Represent BeyondAutism at conferences, events, networking opportunities and online.
- With colleagues, coordinate the research, writing and reviewing of training packages, ensuring training is of high-quality.
- Measure the impact of our training, including the direct and in-direct impact.
- Work with stakeholders to gain lived experiences to inform the development of training materials.
- Deliver on both internal and external training events, including representing the organisation at conferences and professional networks.

## To work in partnership with the Head of Research and Learning on the development of pilots and new projects

Take a leading role with the Head of Research & Learning in the development of pilot projects and new Outreach and Training opportunities.

Support the development of new projects as and when required and Lead on working groups in achieving our department objectives.

## Monitor and contribute to quality assessment, recording and reporting

- Actively seek feedback from stakeholders on outcomes and impact of any outreach provision provided, including and not limited to termly reviews, service agreement reviews and training feedback.
- Provide concise and accurate notes of activities, which demonstrate impact and agreed areas for next steps.
- Keep accurate records, including and not limited to safeguarding, progress data and meeting minutes.

## General

- Demonstrate an understanding of the organisation's values.
- Effectively communicate with stakeholders and colleagues.
- Undertake independent and team activities as directed by the Head of Research and Learning.

- To represent the service in tribunals, professionals' meetings, annual review meetings, liaise with the network around a learner (such as a social worker and CAHMS) when required.
- Take an active role in service team meetings, training events and the life of the service.

### Other Duties and Responsibilities

- Other duties that the Head of Research and Learning may from time to time asks the post-holder to perform.

### Person Specification

Essential	Desirable
BCBA, BCaBA	Teacher qualification – e.g. PGCE QTS
Educated to postgraduate level	SEND qualification – e.g. Masters in Autism; Special Education; NASENCo
At least 7 years' experience of working with autistic learners in both specialist and mainstream settings.	Has held leaderships roles in a school or service setting for autistic learners.
Is able to Supervise other BCBAs, BCaBAs and RBTs	
Ability to work independently.	
Experience of working within an outreach type setting.	
Experienced in delivering training to external stakeholders.	
Excellent communication and inter-personal skills.	
Ability to work to deadlines and prioritise workload.	Experience of working directly with local authorities or multi-academy trusts.
Understand the possible agencies involved in supporting a vulnerable learner their family.	Experience of working within an inner-city environment.
Proficient in safeguarding legislation and guidance, and its relations to vulnerable and autistic learners.	
Proficient IT skills.	
Willingness to travel, as well as work from home.	