

## Job Description: Post-19 Instructor

<b>SALARY SCALE:</b>	£23,070 – £28,927
<b>HOURS:</b>	37.5 hours per week. 5 days per week.
<b>TYPE</b>	Full, Permanent
<b>ACCOUNTABLE TO:</b>	Head of Post-19
<b>REPORTS TO:</b>	Behaviour Analyst
<b>LOCATION:</b>	<i>14 Enterprise Way, London SW18 1FZ 1 Enterprise Way, London, SW18 1GA 2 Margravine Way, London, W6 8HJ</i>
<b>PROBATIONARY PERIOD:</b>	Six months
<b>HOLIDAY:</b>	The service year for students is approximately 40 weeks. All services closures are non-working days.
<b>SICK PAY:</b>	In accordance with the BeyondAutism sickness absence policy.
<b>LINE MANAGEMENT OF:</b>	Teaching and Learning Mentors

### About BeyondAutism

BeyondAutism is a registered charity dedicated to launching lives through education and training. Using specialist teaching methods we make breakthroughs in communication that dramatically improve a child's ability to cope and make sense of a confusing world. We empower people with autism to live fuller lives and we enable families to cope, so that they can see beyond to a brighter future. In addition to running BeyondAutism Post-19, BeyondAutism also runs two schools, an Early Years' service and offers outreach, training and consultancy services.

### About BeyondAutism Post-19

BeyondAutism Post-19 is an independent special education setting for adults aged 19-25 years with autism. BeyondAutism Post-19 offers a structured programme of intensive intervention, applying the scientific principles of Applied Behaviour Analysis and Verbal Behaviour to deliver a bespoke curriculum and to teach functional communication and life skills; empowering our students to lead rewarding lives and fulfil their potential.

### Job Purpose

To provide excellent Behaviour Analysis and Verbal Behaviour instruction and training to Teaching and Learning Mentors and to deliver the provision's curriculum, and contribute to the development of other mentors, students and service policies and strategies. To provide support for students, colleagues and the service in order to raise standards of achievement for all students, by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing cohorts, and to encourage students to become independent learners, to provide support for their welfare, and to support the inclusion of students in all aspects of adult life.

## KEY TASKS:

### Leadership, Management and Training

- To be part of the service's Middle Leadership Team and support the Behaviour Analyst in delivering outstanding education and care for our students.
- To be committed to the charity values of:
  - Dedicated to delivering excellence;
  - Respectful;
  - Committed to Behaviour Analysis;
  - & Proud to Challenge.
- Promote inclusion within the community, by establishing and maintaining professional relationships with partners.
- To line manage, train and support new and existing Teaching and Learning Mentors in their role.
- To ensure new Teaching and Learning Mentors complete an effective induction and probationary period, with the right support and guidance.
- Training staff to be effective key workers, ensuring there are appropriate targets, resources and data.
- To carry out teaching observations with the guidance of the Behaviour Analyst, including delivering written and verbal feedback.
- To deliver individual, group and whole service training, including stakeholder training.
- To contribute to the Self-Evaluation Form (SEF), Service Development Plan and organisational strategy as required.
- To deputise for the Behaviour Analyst in their absence.
- To cover Teaching and Learning Mentors in their absence where necessary.
- With the Behaviour Analyst, manage staffing arrangements for Mentor allocation; break, lunch and snack schedules.
- With the Behaviour Analyst, coordinate work experience placements, including risk assessments and pre-site visits.
- Write, review and implement risk assessments for individuals, groups, locations and trips.
- Contribute to multidisciplinary meetings, both internally and externally as required.
- Lead on group trips and visits as required.
- To monitor attendance daily, using the Schoolpod and raise concerns in line with the Safeguarding Adults Policy and Procedure.
- Ensure effective communication with both on site and off site working, using the Lone Working Policy.
- To send daily feedback emails to parents and carers, adding and amending content when necessary.
- Supporting effective running of the transport plan at the start and end of day.

### Key tasks: Teaching and Learning

- Be a source of expertise in Behaviour Analysis and Verbal Behaviour principles and assist in the professional development of colleagues.
- With the Behaviour Analyst, establish a student's 'Ideal Week' and design and implement timetables for individual students.
- Ensure sessions delivered by Teaching and Learning Mentors are varied, engaging and effectively integrate Individual Education Plans (IEP) targets.
- With the Behaviour Analyst, carry out assessments and complete reports as required.
- Monitor, maintain records and evaluate the progress of students, including daily, weekly and termly progress, ensuring all students achieve at least Expected Progress.
- Train staff in delivering effective NET sessions in both the Hub and community environments.
- Train staff in implementing behaviour plans and strategies consistently and effectively.
- Organise and manage learning environments, including the maintenance of resources, teaching spaces and displays.
- Assist in physical support and maintain personal equipment used by the student at the service and administer medication in line with the service policy.
- Supervise students during snack and lunch times.

### Additional/general

- Safeguarding the security, safety and wellbeing of students always during service hours, in the Hub and out in the community reporting any concerns in accordance with the Safeguarding Adult's Policy and Procedure.
- To monitor general health and safety within the teaching environments, rectifying any concerns or reporting via Schoolpod.
- To understand, adhere to and actively always implement all the policies and procedures of the service.
- To actively participate in staff meetings and staff training sessions.
- To develop knowledge of autistic spectrum disorders including the effect upon individuals and families and to demonstrate a thorough knowledge of Behaviour Analysis/Verbal Behaviour 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 Head of Post-19 or Consultant Behaviour Analyst.
- To operate and comply with all data protection policies and procedures.