

Outreach Consultant (Band 1 to 2) Job Description (April 2023)

SALARY:	£32,334 - £37,294
HOURS:	37.5 hours per week
REPORTS TO:	Head of Research and Learning
LOCATION:	Flexible working, including working from home, the Charity Office and outreach schools and services.
PROBATIONARY PERIOD:	Six months
HOLIDAY:	Holiday entitlement is 25 days annually
SICK PAY:	Full pay whilst unable to work due to sickness as follows: <ul style="list-style-type: none">• 0 days in first three months• 5 days for the remainder of the first year• 20 days thereafter Salary payments for periods of sickness beyond 20 days in a 52-week period are at the discretion of BeyondAutism
OTHER BENEFITS:	Pension: 3, 4 or 5% matched contributions after 3 months in post, loans for Season Tickets / Bike purchase
LINE MANAGEMENT OF:	None

About BeyondAutism

We are experts in delivering autism education services from pre-school to 25. BeyondAutism is a not-for-profit organisation, leading the way in 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.

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 start 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. 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.

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 consider the unique context of each service.

To play a key role in training

In partnership with the Head of Research & Learning:

- Deliver training to stakeholders as required. Co-produce training with other team members.
- 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 part in the development of pilot projects and new Outreach and Training opportunities.
- Support the development of new projects as and when required.

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 Director of Research and New Business Development and the Head of Research and Learning may from time to time asks the post-holder to perform.