

## Job Description: Early Years Family Practitioner / Senior Early Years Family Practitioner

<b>SALARY RANGE:</b>	£19,000-£23,250 (dependent on experience) Pro rata for part-time position
<b>HOURS:</b>	08.45AM-16.45PM during term time, part time and full time options available
<b>ACCOUNTABLE TO:</b>	Head of Early Years
<b>LINE MANAGER:</b>	Early Years Behaviour Analyst
<b>LOCATION:</b>	Bromley, BR1 3RX
<b>PROBATIONARY PERIOD:</b>	Six months
<b>HOLIDAY:</b>	The school/service year for pupils is approximately 40 weeks. All school/service closures are non-working days.
<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. For experienced tutors working towards their BCBA qualification, there is a potential for BCBA supervision hours after completing their probation period. This is based on competency and performance

### About BeyondAutism

BeyondAutism is a charity with a vision that everyone with autism accesses an education which empowers a life full of choice, independence and opportunity.

We run outstanding educational services for children and young adults with autism aged 15 months to 25 years as well as providing Outreach and Training services for parents, carers and

professionals. Our Research and Learning hub is a conduit for sharing great practice, for problem solving through research and for inspiring learning across the globe.

## About BeyondAutism Early Years' Service

BeyondAutism Early Years' is an innovative service to engage with families at the earliest point of their child's life. We use the latest research and evidence based practice underpinned by the science and principles of Behaviour Analysis and Verbal Behaviour, delivered by a multidisciplinary team. Our developmentally informed, parent led workshops supported by professionals, will be organised to address engagement, communication and play using the Early Years' curriculum, Development Matters and Essential for Living (EFL) alongside other assessments. During a session parents will have the opportunity to spend some time together, creating a supportive peer group.

## Job Purpose

To design and implement individualised programmes for children and their parents in our Early Years' Service, gathering and analysing data to inform decision making. To plan and deliver engaging and stimulating activities for young children in the programme. To actively train, support and empower families, explain and model effective strategies and teach skills to parents during the workshops to develop their child's speech and communication skills through play. To follow the principles of Behaviour Analysis to enable to children and families who attend the service to access learning in a way that allows them to learn new skills at their own pace.

To support the Behaviour Analyst and Qualified Teacher as directed, including mentoring and supporting Early Years Family Practitioners within their roles.

## What we expect of you

### Key tasks

- To work as part of the Early Years' Team running workshops for parents and children three days a week, underpinned by Behaviour Analysis.
- To empower parents during the sessions, helping them to be more confident in their own and their child's ability.
- To deliver high quality training to parents and families using Behaviour Skills Training techniques.
- To encourage a positive, aspirational relationship between the child and their parents/family
- To provide a fun, playful environment where children make good progress and their achievements are celebrated

- To develop a good understanding of and be able to use different assessment methods (such as EFL, a play and social skills assessment, ABC data sheet, manding data) to gather and analyse data
- To understand and use different communication methods (e.g. PECS, Makaton, cued articulation).
- To inform parents about child's progress by providing termly written reports.
- To use knowledge of the children, assessments and Behaviour Analysis/Verbal Behaviour to write individualised child and parent targets in conjunction with the Behaviour Analyst.
- To take data to track progress and inform next steps for each child and parent.
- To model and support children in small groups run by the Qualified Teacher.
- To support the Qualified Teacher with resource making for the curriculum plan.
- To be responsible for the safeguarding and health and safety of children, including the maintaining of a safe environment, following and implementing relevant policies and risk assessments as appropriate.
- To ensure the production, organisation and maintenance of curricular and teaching materials are age appropriate, functional and relevant to each child.
- To complete the daily record sheet and all relevant data for each child during and after every session
- To make resources to ensure high quality teaching and training can be delivered.
- 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 by management. To play an active role in own training and progression in understanding child development and the ability to apply the principles and procedures of Behaviour Analysis and Verbal Behaviour.

***Additional Responsibilities for Senior Early Years Family Practitioners:***

- *To mentor and support Early Years Family Practitioners in their roles.*
- *To contribute towards applications for Education Health and Care Plans by writing reports and reading draft EHCP plans, with support from the Behaviour Analyst and Qualified Teacher.*
- *To take on additional responsibilities as discussed and in agreement with the Behaviour Analyst and Qualified Teacher.*

**Additional/general**

- Safeguarding the security, safety and wellbeing of pupils at all times during workshop hours, within the service and out in the community reporting any concerns in accordance with the Safeguarding and Child Protection Policy
- To monitor general health and safety within the classroom, 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 the school at all times
- To actively participate in staff meetings and staff training sessions
- To develop knowledge of autistic spectrum conditions including the effect 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 Head of Early Years, Behaviour Analyst or Qualified Teacher.
- To operate and comply with the provisions of the Data Protection Act 1998 and relevant BeyondAutism policies during the course of undertaking the role.

**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.