



Post-19 Instructor

Job Description & Person Specification

BeyondAutism Post-19
September 2023

Registered Charity No. 1082599
020 3031 9705
beyondautism.org.uk

 **BeyondAutism**

Table of Contents

About BeyondAutism	3
Our values	3
Job overview	3
What we can offer you	4
About the role	5
What you will bring to the role	6
Job information	7



About BeyondAutism

We are experts in delivering autism education services from pre-school to 25. BeyondAutism is a non-profit organisation, driving change in the world of 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.

Our services:

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 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. Children with an EHCP are up to six times more likely to be excluded for a fixed period or permanently than pupils with no special educational needs.¹ The majority of these pupils will have autism alongside other communication and learning difficulties.

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.

Our values

At BeyondAutism we are:

Dedicated to delivering excellence

Developing expertise, outstanding services and positive engagement, always seeking to go above and beyond expectations.

Committed to Behaviour Analysis, underpinned by the science of Applied Behaviour Analysis and Verbal Behaviour

Contributing to research and ensuring our staff continually develop and share best practice that ensure aspirational outcomes are achieved for autistic individuals.

Respectful

Embracing diversity, showing integrity, acting with compassion and always treating people with dignity.

Proud to challenge

Listening, changing thinking, shifting attitudes and educating.

Job overview

- Working within a hub team, you will provide excellent teaching using the methods of Behaviour Analysis to support an autistic young adult.
- You will support the Teaching and Learning Mentors in ensuring the daily needs of our students are met setting them up for life after education.
- You will be a strong team player with great communication skills, have the ability to work under pressure, and above all be passionate and committed to the development of the learners within the provision.

What we can offer you

You can find a very rewarding career with BeyondAutism. As well as being part of a team delivering life-changing services, we offer multiple and generous benefits to employees.



Pension scheme *

We offer a competitive pension scheme via salary exchange of 3, 4 or 5% and match your contribution.



Term-time only roles

We have a number of jobs in term time only, perfect for those returning to work after a career break or for parents with young children.



Season ticket loan *

We can loan you the cost of your season ticket, repaid through monthly salary deductions for the period of the season ticket or less. Maximum period 12 months. Maximum loan £5000.



Bicycle loan *

We can loan you the cost of purchasing a bike for the purpose of cycling to work. Up to a maximum value of £1000, repayable over a period of 12 months or less.



Continuing Professional Development (CPD)

Further education opportunities including Masters, RBTs, diplomas and certificates; and opportunities for membership for relevant professional bodies.



Professional Membership fees

Reimbursement of the cost of annual professional membership fee where continued membership registration is a requirement of your role.



Onsite counsellor

One counsellor working across our sites offering confidential 1:1 counselling sessions.



Perkbox

Access to an online perk scheme which gives you your pick of over 200 great discounts and freebies such as a free monthly hot drink from Cafe Nero, discounts on high street shopping and great price cinema tickets.



Employee Assistance Programme

Free access to a 24/7 confidential counselling support, including opportunity for face-to-face support.



Employee Referral Programme

Generous £400 thank you payment when you refer somebody into one of our open vacancies.



Eyecare vouchers

Vouchers to cover the cost of an annual eye examination and single-vision spectacles, if needed.

Benefits marked with (*) are contractual benefits open to staff who have been in post for three months or more.

About the role

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-Assessment Report (SAR), Quality Improvement 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 interdisciplinary 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.
- Supporting effective running of the transport plan at the start and end of day.

Teaching and learning

- Be a source of expertise in Behaviour Analysis 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 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 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.
- To operate and comply with all data protection policies and procedures.

What you will bring to the role

We are looking for passionate and dedicated people who want to make a truly positive impact on autistic peoples' lives. Working as part of a team you will provide excellent support for students, colleagues and the service in order to raise standards of achievement for all students.

	Essential	Desirable
Education & qualifications	<ul style="list-style-type: none"> Educated to A Level or recognised child care qualification. 	<ul style="list-style-type: none"> Psychology Degree (honours). MA in a relevant subject, such as Education, Teaching, Behaviour Analysis or Psychology.
Specific knowledge, experience and technical skills	<ul style="list-style-type: none"> To demonstrate a high level of competence in Behaviour Analysis practices and ability to mentor and train others. Effective oral and written communication skills. Excellent interpersonal skills both in working relationship with students and in forming effective professional relationships with a wide range of contacts. The ability to work flexibly with students and staff. Good organisational and time management skills. Sound IT skills to support learning and maintain electronic information systems. Ability to organise the classroom environment e.g. preparing and setting out resources and implementing strategies for teaching and learning Willingness to learn new methods of teaching students with autism. Understanding of and commitment to equality of opportunity within an innercity, special needs environment. Commitment to undertaking further training and professional development. Willingness to work in the Hub and community environments as required. 	<ul style="list-style-type: none"> A minimum of two years' experience of working with adults with additional needs (either paid or unpaid capacity) preferably in an education or care setting. Experience of working with early, intermediary and advanced learners. Experience of leading a team.
Personal attributes	<ul style="list-style-type: none"> Committed to the values of BeyondAutism. Ability to organise, lead and motivate a team. To deliver on the spot training and to monitor the progress of individual members of staff. Ability to supervise students effectively both in and out of service in line with the school's behaviour policy. Ability to deal with sensitive information in a confidential manner. Ability to help students to transfer their learning to other parts of their lives. A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service. A commitment to deliver services with the framework of the organisation's equal opportunities policy. To have an extensive knowledge of safeguarding. Patient, a calm demeanour and an empathetic nature. Ability to follow directions and implement training received in a timely manner. 	<ul style="list-style-type: none"> A commitment to further career development, with the option of undertaking further qualifications including but not limited to: Initial Teacher Training, BCBA, BCABA. An understanding of and a genuine commitment to Equal Opportunities.

SALARY SCALE:	£23,070 – £28,927
HOURS:	37.5 hours per week. 5 days per week.
ACCOUNTABLE TO:	Head of Post-19
LINE MANAGER:	Behaviour Analyst
LOCATION(S):	14 Enterprise Way, London SW18 1FZ 1 Enterprise Way, London, SW18 1GA 2 Margravine Road, London, W6 8HJ
PROBATIONARY PERIOD:	Six months
HOLIDAY:	The student year is approximately 40 weeks.
HOW TO APPLY:	<p>If you're interested in applying for the role, please send your CV and covering letter to recruitment@beyondautism.org.uk.</p> <p>Your cover letter should include:</p> <ul style="list-style-type: none"> • Why you are interested in applying for this role • How your skills/experience meet the requirements of the person specification <p>If selected for interview you will be required to fill out a full application form for safer recruitment purposes.</p>

If you would like to know more or ask a question please email 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.

