



# Head of Post-19 Hub

Job Description & Person Specification

**BeyondAutism Post-19**

**January 2024**

Registered Charity No. 1082599  
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[beyondautism.org.uk](https://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	7
Job information	9



# 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. By teaching them the academic and life skills they need and through the promotion of a happy, caring environment, we nurture the confidence, independence and self-belief to enable them to make the most of the next stage of their life or education.

We also work more widely, activating networks and building local capacity with our solution focused Outreach team. Our unique BeyondAutism Fast Responder® service works 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

- We are seeking to appoint three highly motivated, inspirational and enthusiastic leaders who have the strategic and operational skill set to lead our Post-19 hubs through the next stage of development.
- You will have a commitment to community-based learning and will embrace working collaboratively with the Post-19 SLT and the Advisory Board to deliver on the service's educational vision to secure the most effective teaching, successful learning and the highest possible levels of learner achievement and engagement.

# 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.

## Leadership

- Working closely with the Assistant Director of Education and the Advisory Board, lead the process of self-evaluation in the hub to inform the development and delivery of an ambitious vision and strategic plan for the Post-9 service.
- To work with the Post-19 leadership team to develop and implement strategies for improvement, creating the development plan for a hub.
- Inspire and lead the staff within each hub to develop a culture of responsibility through an operational plan which will ensure delivery of the strategic imperatives.
- Provide strong and visible leadership to the staff in the hub, empowering all staff to perform at their highest level by making them feel supported in their decisions.
- Create a climate of support and trust within the hub in which everyone feels heard and valued and in which concerns and ideas for improvement can be properly discussed.
- Provide monthly reports to the Assistant Director of Education that will feed into the reports to the charity SMT, Trustees and Advisory Board.
- To take the lead on all aspects of Ofsted preparation within the hub.
- To contribute substantially to the development and safe delivery of initiatives and programmes to develop community engagement.

## Educational and pastoral leadership

- Provide the intellectual leadership to ensure continuity of our learners' achievements in all areas.
- Oversee the work of the teaching staff team within the hub.
- To provide expertise and advice to staff on all areas of education and learners' personal development.
- To monitor and evaluate the effectiveness of the education by scrutinising performance data, assessing trends over time and the progress of different groups, and individual, pupils.
- To work with the team within the hub and the Consultant Behaviour Analyst to use progress data to identify learners who need extra support and ensure appropriate strategies are put in place.
- Ensure that relevant and appropriate pathways are available to all learners and that staff systematically maintain accurate and detailed written records of all aspects of learners' development.
- Ensure excellence in the hub's pastoral provision, providing the support required for all our pupils to flourish.
- Ensure that the individual needs, experiences, interests and abilities of each learner are met, providing the best environment to ensure that each learner is making progress according to a personalized curriculum.
- Leading the safeguarding ethos and practices within the hub.
- Where relevant, liaise with appropriate outside agencies as necessary regarding safeguarding adults at risk.
- Monitor and support the Annual Review system, taking an active role in the delivery of the Education Health and Care Plan meetings as well as the Annual Review process, driving forward and recording learner outcomes.

## Management

- Taking operational, day-to-day responsibility for the hub.
- Be involved in the creation of and oversee the implementation of policies and procedures to ensure the organised and efficient running of the hub and service.
- Build positive working relations with all staff, and promote staff wellbeing, supporting them to always operate at their best.
- Work closely with the Post-19 Service SLT, the Assistant Director of Education and the HR team to recruit and retain the best staff.
- In partnership with the HR team, ensure that all staff are recruited according to BeyondAutism policies, conforming to legal disclosure and barring procedures and receive induction training and support to meet the needs of all pupils.
- Ensure all staff understand and follow the service safeguarding policy and that required training is regularly undertaken in line with KCSIE.
- Ensure that the management of staff performance is carried out and reported according to BeyondAutism policy.
- Ensure that hub resources are effectively and efficiently managed to benefit learners.
- Ensure that all records and information are stored according to DfE regulations and the hub is compliant with all aspects of GDPR.

## Marketing, admissions and the community

- Work collaboratively with the Admissions Officer and the Post 19 SLT to ensure that the Post 19 Service has admissions strategies that align with the aims of the service.

# About the role

- Ensure there is a healthy pipeline of placement referrals.
- To work with the Admissions Officer and the other Heads of Hub to oversee the assessment and admission of learners to the hub in line with the admissions policy.
- Proactively uphold the continuing high standing of the service in both the local community and the sector more broadly.
- To maintain professional communication, working collaboratively with Local Authorities, Health authorities, the DfE, Ofsted, feeder schools and sixth form colleges and any other agencies responsible for pupils' and their families' educational needs to support and develop the work of the Post-19 service.
- Maintain and develop opportunities in the community for Post-19 learners.
- Manage communication and meetings with parents and carers, including routine (EHCP and Annual Review meetings) and exceptional meetings.
- Support the range of communication channels between the services, parents and stakeholders for all matters relating to pupil welfare and progress across the schools.
- Have oversight of the organisation of parental events, e.g., resource making, curriculum information, open days and other events.
- Develop and maintain strong relationships with parents and carers and support learners to develop life skills and independence so that they are able to live their ideal week.
- Promote and model good relationships with parents, managing challenging conversations based on partnerships to support and improve.

## Business and risk management

- Work with the Assistant Director of Education to ensure effective and robust risk management policies and that procedures are kept updated, compliant and consistently implemented.
- Oversee the financial management of the hub's resources, including maintenance of the buildings, facilities and operations.
- Prepare and manage the hub budget.
- Work with the Assistant Director of Education and the other Heads of Hub to ensure that our risk management process for community-based learning is robust and enables learners to make the most of opportunities on offer near the hubs and in their local communities.

The job description provides an outline of the key responsibilities of the post and is not intended to be an exhaustive list. The post-holder may be asked to undertake any other relevant duties appropriate to the post and / or drawing on the skills and gifts of the post-holder. The job description may be amended over time, in consultation with the post-holder, in order to meet the needs of the Post-19 service and the charity.

# 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. Providing outstanding leadership at one of the three hubs you will ensure the Post-19 service is providing the best education possible for our learners.

	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> <li>• Degree or equivalent</li> <li>• Qualified Teacher Status OR Qualified Social Worker OR BCBA (2 year minimum)</li> <li>• A minimum of two years of practical behaviour analysis, Teaching or Social Care experience, including some experience of working with autistic adults aged 19-25</li> <li>• Level 3 Safeguarding (or the willingness to complete the qualification before starting the role)</li> <li>• Experience of working in a specialist further education setting</li> <li>• Experience of preparing and writing reports for external stakeholders such as Annual Reports, EHCP review meetings, Tribunals</li> <li>• Experience of working as part of and with an interdisciplinary team</li> <li>• Experience of advanced skills; programme/IEP development, assessment, designing behavioural interventions and integration of other provisions</li> <li>• Experience in managing teams of staff</li> <li>• Experience of conducting theoretical and practical training at a range of experience levels</li> <li>• Leadership and line management experience</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of managing IEP's which includes communication and behaviour programmes</li> <li>• Knowledge of delivering a bespoke curriculum</li> <li>• Experience of effective working in environments not specifically underpinned by behavioural analysis</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Good written and verbal communication skills - ability to communicate effectively with autistic young adults, parents and staff</li> <li>• Experience of managing a budget</li> <li>• Good organisational skills with the ability to meet deadlines to required standards</li> <li>• Strong people management skills with the ability to train and develop staff</li> <li>• Highly effective written and verbal communication skills</li> <li>• The ability to analyse data and use it to deliver benefits for both learners and colleagues</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in supporting others in developing management skills</li> <li>• Track record of building and managing productive relationships and alliances with internal and external stakeholders</li> </ul>
Abilities	<ul style="list-style-type: none"> <li>• Ability to work closely with the other members of the service leadership</li> <li>• Ability to work in a pressured environment and remain calm in a crisis</li> <li>• Accuracy and attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of collaborating with external organisations such as work experience providers, social care and supported living providers</li> </ul>

# What you will bring to the role

	Essential	Desirable
Abilities	<ul style="list-style-type: none"> <li>• Ability to use initiative – to be energetic, proactive and able to work in a self-directed environment</li> <li>• A flexible team player</li> <li>• Self-motivated with the ability to plan, prioritise and meet deadlines</li> </ul>	
Personal qualities	<ul style="list-style-type: none"> <li>• Strong belief in and enthusiasm for BeyondAutism’s aims, values and mission</li> <li>• A commitment to safeguarding and promoting the welfare of children and young adults</li> <li>• Commitment to undertaking further training and professional development</li> <li>• Understanding of and commitment to equality of opportunity within an inner-city, special needs environment</li> <li>• Physically and emotionally resilient in order to work with autistic young adults who may present with behaviours that challenge</li> <li>• A team player who is able to working independently with equal enthusiasm</li> <li>• Inspires confidence and trust with an open and honest approach</li> <li>• Tenacious and resilient</li> <li>• Flexible, adaptable and able to relate well to different types of people</li> </ul>	

<b>SALARY SCALE:</b>	£51, 400 – £54, 530
<b>HOURS:</b>	37.5 hours per week (term-time only)
<b>ACCOUNTABLE TO:</b>	Assistant Director of Education
<b>LOCATION(S):</b>	The post is based at one of the three P19 hubs (Riverside, Wandsworth or Hammersmith). It is expected that the post holders will work in the hubs.
<b>PROBATIONARY PERIOD:</b>	Six months
<b>HOW TO APPLY:</b>	If you're interested in applying for the role, please send your CV and covering letter detailing how you meet the person specification and your interest to <a href="mailto:recruitment@beyondautism.org.uk">recruitment@beyondautism.org.uk</a> . If selected for interview you will be required to fill out a full application form for safer recruitment purposes.

If you would like to know more or ask a question please email [beyondautism@cohesionrecruitment.com](mailto:beyondautism@cohesionrecruitment.com).

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.

