



# Consultant Behaviour Analyst

Job Description & Person Specification

**BeyondAutism Schools**

**February 2024**

Registered Charity No. 1082599

020 3031 9705

[beyondautism.org.uk](https://beyondautism.org.uk)

 **BeyondAutism**

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# 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

- The Consultant Behaviour Analyst will inform the strategic direction of behaviour analytic practice, ensuring the quality of all programmes through the management of the class Behaviour Analysts.
- Whilst supporting in the day-to-day leadership and running of the school, you will also be expected to lead on whole school training.
- Taking an active leadership role, you will develop teaching and learning within Tram House, using the principles of behaviour analysis and drawing on other therapies which support learning and the development of life skills.

# 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.

## Education and welfare of pupils

- Working effectively with the Deputy Head (responsible for safeguarding and SENCo responsibilities) to ensure the safeguarding of the pupils, modelling best practice at all times.
- Cooperate and work with relevant agencies to safeguard and protect children and young adults and promote their welfare.
- Ensure that the individual needs, experience, interests and abilities of each student are met and provide the best environment to ensure that each student is learning according to a personalised planned and age-appropriate curriculum, based on best practice in behaviour analysis and developed in accordance with national standards and assessed needs and capabilities.
- Ensure that each pupil is appropriately assessed at each stage of development and that progress is constantly monitored, recorded and evaluated. Ensure that learning and achievement is systematically recorded and is used to plan individual objectives and contribute to the objectives of Tram House School as a whole.
- Establish an environment of good order and behaviour at Tram House School, to allow every student to maximise the opportunity to develop to their full potential.
- Monitor the welfare of students, helping to prepare reports to the CEO, Trustees and Governing Body, and, ensure that appropriate communication and liaison exists with parents and families, education, health and social care organisations and other professionals involved in pupils' welfare.
- Ensure that all student records and information are stored according to BeyondAutism policy.

## Supporting and managing Behaviour Analysts in their roles

- Support all school staff to fulfil their responsibilities by providing personal and professional development to support the school development plan.
- Create a climate of support and trust within the school in which everyone feels heard and valued and in which concerns and ideas for improvement can be properly discussed and in which the leadership team is supported in its decisions.
- Ensure that staff resources and all other school resources are effectively and efficiently managed and deployed across sites to benefit pupils and that Tram House School attracts and retains high quality staff from trainees to specialists.
- To lead and chair Behaviour Analyst meetings, to ensure best practice is shared and promoted within both schools.
- To oversee the quality of the Behaviour Analyst's work.
- To support Behaviour Analyst's in developing programmes and or behaviour management strategies where required.
- To prepare and conduct reviews and appraisals of Behaviour Analysts in conjunction with the Head of School.
- To oversee the professional development of Behaviour Analysts, including accreditation of BCBA / BCaBA and UKBA (cert).

## Training

- As delegated by the Head of School.
- Manage communication and meetings with parents and carers, including routine (progress review, termly and annual review meetings) and exceptional meetings.
- Support the organisation of all parental events, e.g. resource making, curriculum information, open days and other events.
- To ensure, oversee and contribute to the training of Behaviour Analysts and Advanced Skill Practitioners. Taking a lead role in the induction of new Teaching and Learning Practitioners within Tram House.
- To take a lead role in delivering induction training of all staff (INSET), especially trainee Teaching and Learning Practitioners.
- To contribute to the content of training materials where necessary and in consultation with the Head of School/Deputy Head.
- To monitor the quality of behaviour management, teaching and learning, in line with school policy.
- To develop and implement class specific INSET or after school training sessions.
- To actively participate in the overall management of the classroom teams.

# About the role

## Monitoring and contributing to quality assessment, recording and reporting

- To monitor the quality of Individual Education Plans, progress and annual review reports, behaviour management plans and other pupil progress or planning documents, in conjunction with the Head of School and Deputy Head (responsible for safeguarding and SENCo responsibilities).
- To contribute to the development of EHC Plans and to monitor the outcomes for pupils through data.

## School Senior Leadership Team

- In the absence of the Head of School/Deputy Head be responsible for the day to day running and management of Tram House, including, supporting staff with dynamic decision making.
- To be a deputy designated safeguarding lead and support staff with safeguarding concerns or issues arising of a safeguarding nature.
- Take an active role in the drafting of the school development plan, in partnership with the Head of School for approval by the Governing Body
- Alongside the Head of School act in accordance to the School Development Plan.
- Effectively evaluate the School Development Plan. To ensure high quality and timely checking, evaluation and review of the school SEIF, in partnership with the Head of School and other members of the Senior Leadership Team.
- Take an active role on Tram House School's Senior Leadership Team, delivering monthly behavioural reports as required, ensuring deadlines are adhered to.
- Take an active role in times of external review and scrutiny (including: Ofsted, Local Authority Reviews, school improvement reviews commissioned by the governing body and/or BeyondAutism).
- Alongside the Head of School, set up budgets and review spending across the academic year. To contribute to the school's budget requests for the following academic year.

## General

- To remain cognisant of evolving teaching techniques using the principles of Behaviour Analysis .
- Maintain effective and efficient management and organisation of the accommodation and resources of the school.
- Ensure the maintenance of a structured environment for effective teaching and learning.
- Manage the behaviour analysis teaching and learning resources.
- To represent the school at SEND Tribunals.

## Other Duties and Responsibilities

- Other duties that the Head of School, Deputy Head may from time to time ask the post-holder to perform.



# 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. As an integral part of the school Senior Leadership Team, you will have a hand in the strategic direction of behaviour analytical practice ensuring our pupils receive the best education possible.

	Essential	Desirable
Education & qualifications	<ul style="list-style-type: none"> <li>BCBA certification (2 year minimum) and UKBA (cert) status</li> </ul>	
Specific knowledge, experience and technical skills	<ul style="list-style-type: none"> <li>A minimum of four years of practical experience of behaviour analysis</li> <li>At least 2 years' experience of managing a case load of programmes based on the principles of behaviour analysis</li> <li>Have completed the BCBA requirements for delivering supervision</li> <li>Have a working knowledge of the UKSBA requirements for delivering supervision</li> <li>Experience of working as part of and with an interdisciplinary team</li> <li>Experience of advanced behaviour analytic skills; programme 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> </ul>	<ul style="list-style-type: none"> <li>Experience in a special needs school setting</li> <li>Experience developing functional programs incorporating the preparing for adulthood pathways</li> <li>Experience of supervising staff towards their BCaBA/BCBA/UKBA (cert)</li> <li>Knowledge of national curriculum</li> <li>Experience of effective working in non-behavioural environments</li> <li>Experience in supporting others in developing management skills</li> </ul>
Personal attributes	<ul style="list-style-type: none"> <li>Ability to work closely with the school's Senior Leadership and the interdisciplinary teams</li> <li>Ability to work in a pressured environment and remain calm in a crisis</li> <li>Commitment to undertaking further training and professional development</li> <li>Good written and verbal communication skills - ability to communicate effectively with autistic pupils, parents and staff</li> <li>Understanding of and commitment to equality of opportunity within an inner-city, special needs environment</li> <li>Understanding and commitment to the school's Safeguarding Policy</li> <li>Physically and emotionally resilient in order to work with autistic pupils who may present with behaviours that challenge</li> </ul>	<ul style="list-style-type: none"> <li>Understanding and experience of being involved in the process of best interest decisions and implementing programs to reduce restrictions</li> </ul>

<b>SALARY SCALE:</b>	£45,840 to £56,379 dependent on qualifications and experience
<b>HOURS:</b>	37.5 hours per week (term time only) This role will be full-time after May half term
<b>ACCOUNTABLE TO:</b>	Head of School
<b>LOCATION(S):</b>	Tram House School, 520 Garratt Lane, SW17 0NY
<b>PROBATIONARY PERIOD:</b>	Six months
<b>HOLIDAY:</b>	The school year for pupils is approximately 40 weeks. Consultant Behaviour Analyst holiday entitlement will be taken outside the six school half terms as approved by the Governing Body. Some working time within school holiday periods is required.
<b>HOW TO APPLY:</b>	<p>If you're interested in applying for the role, please send your CV and covering letter to <a href="mailto:recruitment@beyondautism.org.uk">recruitment@beyondautism.org.uk</a>.</p> <p>Your cover letter should include:</p> <ul style="list-style-type: none"> <li>• Why you are interested in applying for this role</li> <li>• How your skills/experience meet the requirements of the person specification</li> </ul> <p><b>If selected for interview you will be required to fill out a full application form for safer recruitment purposes.</b></p>

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.

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