



Head of Early Years (maternity cover)

Job Description & Person Specification

BeyondAutism Early Years

February 2024

Registered Charity No. 1082599

020 3031 9705

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 role of Head of Early Years is to provide strategic leadership and professional management of the Service and its staff, as well as successfully managing the day-to-day running of the provision and deliver high-quality standards of care and education for all children.
- As Head of Early Years, you will work closely with the CEO, the Director of Research, Learning and New Business Development, the Heads of Services, the Senior Management Team, and the wider charity team to ensure our services stay true to our values.

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 and Management

- To ensure the delivery of high-quality Early Years' support to families, promoting excellence and upholding the Chairty's vision and values.
- Ensure the effective strategic direction, leadership, and management of all aspects of Early Years' provision.
- To lead on the strategic planning for Early Years and contribute to BeyondAutism's wider strategic and operational planning through data analysis, curriculum review, and staff review, and attending SMT strategic and operational meetings.
- To oversee the creation, monitoring and updating of all Early Years' policies.
- To ensure the Early Years meets all regulatory requirements.
- Lead on all aspects of our support for families to deliver a curriculum that is rich, balanced, creative and innovative, and which meets the needs of all families.
- Ensure effective communication systems are in place and maintained.
- Demonstrate the highest standards in planning and assessment and strive to raise standards of attainment and achievement, ensuring an appropriately differentiated curriculum is delivered.
- Ensure data analysis is effectively used to inform children's progress, frequent target setting and tracking of progress according to these targets.

Continuing Professional Development and Training

- To provide direct line management to the senior leadership team within Early Years.
- Provide effective leadership in the recruitment, induction, training, and ongoing appraisal of all Early Years' staff to deliver high quality childcare practice.
- Support the development of good practice in relation to special educational needs and inclusion.
- Ensure enrichment opportunities for families are provided by organising workshops, visiting speakers and educational trips.
- Keep abreast of developments in educational thinking and research and update our programme in line with developments.
- Create and maintain a culture of self-evaluation and reflective practice throughout the Early Years' Service.
- Identify, address, and support individual training needs and self-development such as supervisions and appraisals.
- To participate in staff training as required.
- To participate in Continuing Professional Development with a focus on Early Years, behaviour analysis and autism. CPD should also support the requirements of any professional certifications required (such as UK-SBA, HCPC).

Safeguarding

- Be the EYFS Designated Safeguarding Lead.
- Adhere to all health and safety policies and procedures and be responsible for ensuring all staff receive health and safety training.
- In writing and reviewing policies meet all statutory guidelines.
- To oversee all recruitment as the member of staff who is Safer Recruitment trained.

Resources and Finance

- With the Director of Research and New Business Development, to be responsible for the Early Years' budget, including planning, recording, and reviewing expenditure as appropriate.

Wider Responsibilities

- Ensure effective reporting is in place for all relevant stakeholders, such as parents and families, colleagues, Trustees, and donors.
- With the Marketing and Communications team, promote and publicise, both internally and externally, the work and achievements of service.
- Develop and maintain professional working relationships with relevant outside agencies.
- Support research projects and developments in Early Years.

About the role

- Based on your knowledge of the children, to contribute to the EHCP process.
- Cover for absent colleagues as necessary to ensure continuity for families.
- Promote the vision and aims of the organisation.
- Attend leadership meetings as required.
- Ensure the Service is ready to meet and exceed all requirements regarding inspection.
- Work as part of the team, contributing ideas and innovations.

This job description is not intended to be all embracing and the post holder shall be required to carry out other duties as necessary and required, commensurate with training and experience.



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 the Early Years' team you will provide excellent training for families and support for autistic children.

	Essential	Desirable
Education & qualifications	<ul style="list-style-type: none"> • At least 5 years' experience of working in an EYFS setting. • At least 3 years' experience in a leadership role. • A postgraduate qualification in education / behaviour analysis / positive behaviour support. • Either hold QTS or accredited with the UK-SBA / BACB. 	<ul style="list-style-type: none"> • NNEB, CACHE Level 3, NVQ Level 3 or equivalent. • Paediatric First Aid & Food Hygiene Training.
Specific knowledge, experience and technical skills	<ul style="list-style-type: none"> • Trained in safeguarding and child protection. • Experience of working as a key worker for a group of children and their families. • An outstanding teacher of children and young people. • Knowledge and commitment to child protection, health and safety, equal opportunities and SEND inclusion. • Good numeracy, literacy and computing skills. • Excellent verbal and communication skills with staff, children, and parents. • Experience in implementing behaviour analytical approaches. 	<ul style="list-style-type: none"> • Experience of being a Safeguarding Lead. • Experience of working with or caring for children ideally in a variety of early years' settings. • Experience of setting and managing service budgets. • Experienced in using online systems, such as CPOMS, Schoolpod, Microsoft 365.
Personal attributes	<ul style="list-style-type: none"> • Commitment to equal opportunities and understanding of religious and cultural diversity. • Be responsible, patient, and approachable, with a caring personality. • Reliable, enthusiastic, and flexible. 	

Job information

SALARY SCALE:	£51,400
HOURS:	37.5 hours per week (term-time only)
ACCOUNTABLE TO:	Director of Research and New Business Development
LOCATION(S):	14 Blyth Road, Bromley, BR1 3RX (with a requirement to travel as needed)
PROBATIONARY PERIOD:	Sixth months
HOW TO APPLY:	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 recruitment@beyondautism.org.uk . 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.

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.

How to follow us



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