



Head of Fast Responder (maternity cover)

Job Description & Person Specification

BeyondAutism

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 Head of Fast Responder will provide professional leadership and management of the service and its team of internal Fast Responder consultants and monitor support for those trained externally through the subscription service model. The role will successfully manage the day-to-day running of the services and deliver high-quality standards of provision to learners, their families and professional partners.

The post holder will be responsible for leading and managing the BeyondAutism Fast Responder® service. They will work closely with the CEO, Director of Research and New Business Development, the Heads of Services, and the Senior Management Team, as well as the wider charity team. Externally, the Head of Fast Responder will be responsible for maintaining and developing new relationships with fundraisers, Local Authorities, and school teams, in order to maintain and acquire future funding and commissioning of the service.

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.



Hybrid and flexible working

Charity staff have the option of hybrid and flexible working. To be agreed with HR and the department head.



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.



Eye care 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 and operational

- Contribute and write the BeyondAutism Fast Responder® Strategic Plan with direction from the Director of Research and New Business
- Develop, review and implement policies and procedures relating to the BeyondAutism Fast Responder® service and wider organisation as required
- Ensure that all company policies and procedures are adhered to by all staff
- Ensure that referrals are effectively managed within our guidelines and procedures, and assessments and interventions are conducted effectively and efficiently
- Ensure the service provides high quality provision, including proposals, assessments and service level agreements to stakeholders
- Support the development of good practice in relation to special educational needs and inclusion
- Provide leadership and support to all staff to enable them to establish and maintain professional positive working relationships with both colleagues, learners, families and wider networks
- Develop and maintain professional working relationships with relevant outside agencies
- Create and maintain a culture of self-evaluation and reflective practice throughout the service
- Identify, address and support individual training needs and self-development such as supervisions and appraisals
- Facilitate inspections by regulatory bodies and implement any recommendations
- Ensure administrative activities are completed to a high standard, including the keeping of records inline with BeyondAutism's policies and procedures
- Lead and oversee regular in-service meetings
- Provide monthly reporting to SMT on service performance, including income, reach, and service highlights
- To line manage internal BeyondAutism Fast Responders® / Outreach Consultants and ensure that they are confident and able to apply the techniques of Behaviour Analysis
- Contribute to BeyondAutism's annual reporting, including the impact and outcomes of the BeyondAutism Fast Responder® Service

Training

- Oversee the external four-day training of BeyondAutism Fast Responders® as per the subscription model
- Oversee and deliver the leaders training once per term for leaders engaged in the subscription model
- Oversee and deliver the group supervision for external BeyondAutism Fast Responders® as per the subscription model
- Oversee the internal staff training of BeyondAutism Fast Responders®, including specialist training where required
- Contribute to the delivery of the Graduate Programme, including the delivery of training content
- Ensure both internal and external training have clear quality assurance and controls measures in place
- Deliver and facilitate both internal and external training to stakeholders
- Attend continuing professional development, both internal and external in relation to your role, certification(s), and qualification
- Be registered and maintain registration with at least one external UK body in relation to your practice, including a requirement to be registered with the UK-SBA.

Research

- Create a culture where the BeyondAutism Fast Responder® service engages with and utilises the latest research in education, autism diagnosis, intervention and behaviour analysis
- Regularly contribute to sharing our learning with both internal and external stakeholders, including, but not limited to the creation of written content, podcasts, webinars and case studies
- Actively share research and learning with colleagues across the services

Safeguarding

- To act as DSL and ensure that all children are kept safe, and that staff are confident to follow safeguarding procedures
- Adhere to all health and safety policies and procedures and be responsible for ensuring all staff receive health and safety training within the BeyondAutism Fast Responder® team
- Ensure risk assessments are in place, and that training for team members is in place – specifically in relation to Lone Working

Resources and finance

- Recruit, induct, support, train and appraise all internal BeyondAutism Fast Responders® to deliver high quality practice in line with BeyondAutism's vision, values, policies and procedures
- Ensure the service operates effectively within the allocated budget, including tracking and reporting of expenditure, with support from the Director of Research and New Business Development

About the role

- To oversee all recruitment as the member of staff who is Safer Recruitment trained within the BeyondAutism Fast Responder® Service
- Set the budget with the Director of Research and New Business Development on an annual basis

Wider responsibilities

- Represent the Research and Learning department and wider BeyondAutism organisation at national events and conferences
- Work with the Marketing and Communications Team to actively communicate and promote the BeyondAutism Fast Responder® Service externally to current and new stakeholders
- Work closely with the Head of Fundraising to review and monitor objectives related to fundraising for the service
- To undertake any other duties consistent with this role as reasonably directed by the CEO
- Undertake any other duties as reasonably requested by line manager



About the role

We are looking for passionate and dedicated professionals who want to make a truly positive impact on autistic peoples' lives. As Head you will manage the daily running of BeyondAutism Fast Responder® and ensure the highest quality standard of provision is provided.

	Essential	Desirable
Education & qualifications	<ul style="list-style-type: none"> MSc in Behaviour Analysis or Positive Behaviour Support Registration with the UK-SBA as a UKBA(Cert) 	<ul style="list-style-type: none"> BCBA Qualified Teacher Status
Experience	<ul style="list-style-type: none"> At least 3 years' experience in a supervisory role Demonstrable success in developing and monitoring programmes for autistic children and young adults. Experience of safeguarding children and adults at risk 	<ul style="list-style-type: none"> Experience of developing, delivering and/or managing interventions within mainstream schools Experience of leading and writing strategic plans Experience as a Safeguarding Lead within an educational service
Skills	<ul style="list-style-type: none"> Ability to play a positive role in a highly cohesive and high performing team based on the principles of trust, mutual respect, and empowerment Strong communication skills with the ability to produce concise and persuasive written information as well as to speak powerfully to diverse stakeholders Ability to plan, organise, and deliver within clearly defined timescales Ability to manage case load under pressure 	
Specific knowledge	<ul style="list-style-type: none"> Strong understanding of autism The application of behaviour analysis within a broad educational/lifelong learning context Good understanding of assessment and reporting tools An understanding of mainstream school classroom environments Strong understanding of the systems in place to support a child or young person with additional educational needs e.g., statutory EHCP requirements. Experience of attending and contributing to TAC or CIN meetings 	<ul style="list-style-type: none"> Knowledge of the National Curriculum and requirements for educational delivery from Early Years up to 25 years of age
Essential personal qualities	<ul style="list-style-type: none"> Able to develop strong working relationships across all staff groups Able to communicate sensitively to wide range of audiences Ability to maintain confidentiality Uses initiative Commitment to high standards of service provision Open and honest approach A commitment to safeguarding and promoting the welfare of children and young adults 	

SALARY SCALE:	£51,400
HOURS:	37.5 hours per week
REPORTS TO:	Director of Research and New Business Development
LOCATION(S):	Flexible across BeyondAutism Services (London)
PROBATIONARY PERIOD:	Six months
HOLIDAY:	25 days plus bank holidays (rising a day with each year of service after 2 years to a cap of 28 days). Additionally there is a discretionary office closure between Christmas and New Year.
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 adults and expects all staff to share this commitment. An enhanced disclosure will be conducted for the successful applicant.

