



Early Years Senior Behaviour Analyst

Job Description & Person Specification

BeyondAutism Early Years

March 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 post holder is responsible for providing leadership for the service, under the direction of the Head of Early Years. The post holder is responsible for overseeing the impact of the service for children/families, overseeing assessments, targets and report writing, developing behaviour strategies, and leading on behavioural analytic training needs of staff and families attending the service.
- You will be the direct line manager for the Early Years Family Practitioners (EYFPs) who work within the service, working closely with the Head of Early Years and the wider therapy team to ensure our service remains outstanding and stays 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.

Planning and implementing individual early intervention

- To oversee baseline assessment for each child on entering the service, that will inform target setting and monitoring progress.
- To oversee the setting of a meaningful and individualised programme for each child. This should be based on the Baseline Assessment, observations, and input from the parent/carer.
- To oversee and monitor the effectiveness of the programme, keep records of progress and adjust as required on a 2 weekly basis or more frequently if necessary.
- To explain and demonstrate the implementation of strategies included in the individualised programme to parents and staff.
- To conduct functional analyses for behaviours that challenge and develop behaviour reduction plans based on the principles of Behaviour Analysis where relevant.
- To ensure progress towards all identified targets is made.
- To adjust teaching strategies and put in programme changes where the child is not making satisfactory progress.
- To provide reports when required (e.g. support EHCP application/review, DLA application, exiting the service) and support EYFPs (Early Years Family Practitioners) with termly report writing.
- To work together with the Qualified Teacher, contribute to planning and, when necessary, delivering outstanding group sessions.
- To be responsible for overseeing the efficiency and accuracy of assessments of each child (EFL Quick Assessment and bespoke Play and Social Skills Assessment) and ensure that they are updated at least termly.
- To be familiar with other assessment tools and used within Early Years, such as the VB-MAPP, ESDM, Independence Framework and EYFS Development Matters.
- To liaise with BeyondAutism's Occupational Therapists and Speech and Language Therapists, facilitating half termly visits and reaching out in between visits as required.

Training

- To develop and deliver weekly training, daily guidance, and demonstrations to EYFPs, underpinned by Behaviour Analysis, in order to maximise families' progress and promote outstanding teaching practice.
- To support EYFPs in developing individual targets, collecting data, and evaluating progress.
- To conduct termly observations on EYFPs and provide ongoing training based on the outcomes of those observations.
- To provide written feedback for training given, where relevant, and keep a record of all training provided.
- To develop and deliver whole service training after school and/or during INSET days.
- To keep up to date with and follow current Early Years policies so that good practice can be modelled and provided to EY staff.
- To model and monitor EYFPs communication with parents, ensuring it is professional, supportive, and always reflects our organisational values.
- To monitor data collection and online graphs/files, providing ongoing training and support where required.
- To ensure the EYFPs are high performing, skilled through continuous professional development and satisfied with their work at BeyondAutism.
- To coordinate, develop, update, and evaluate 'parent discussion sessions' – daily dynamic training sessions - on topics gauged as being of most relevance.
- To provide training and support to parents ensuring that they are confident in implementing strategies and techniques in the home environment.
- To make and update training videos showing a range of different learners and teaching procedures.

Staff management

- To monitor the professional conduct of EYFPs, to address issues as they arise and share accordingly with the Head of Early Years.
- To monitor the efficiency and effectiveness of teaching of all EYFPs within the service and offer 'on-the-spot' training and guidance where necessary.
- To hold half-termly 1:1 meetings with EYFPs.
- To prepare for and attend 3- and 6-month reviews for EYFPs in their probationary period and yearly performance management meetings for EYFPs.

About the role

- To provide the Early Years Team with a weekly training timetable and ensure that the timetable is up to date.
- To manage EYFP family allocation and rotation dependent on individual family needs, and EYFP training needs.
- To develop and sustain high staff morale in Early Years and promote a culture that is strongly built on our organisational values.
- To ensure EYFPs are managing workloads.

Service development

- To work with the Head of Early Years in developing training for the service.
- To contribute to the Early Years' annual impact reports for trustees and other relevant stakeholders.
- To contribute to monthly Early Years' Service reports.
- To work with the Head of Early Years on developing our reach.
- To contribute to the review of Early Years Policies and EYFP Job Description.
- To support the Head of Early Years in EYFP recruitment.

Safeguarding children

- To fulfil the role of Deputy DSL.
- Prioritise the security, safety and wellbeing of children and parents at all times during the sessions, and out in the community reporting any concerns in accordance with the Safeguarding and Child Protection Policy.
- To ensure that all children have risks identified on their 'overview' and risk assessments are completed where necessary. To ensure the 'individual needs risk assessment' remains updated.
- To oversee the record keeping related to behavioural incidents and accidents including Team Teach and SchoolPod.
- To ensure the dignity of the children is upheld at all times.
- To liaise with social workers and attend Team Around the Child or Children In Need meetings when necessary.

Classroom management

- Alongside the onsite Teacher, to be responsible for the management and organisation of the classroom, but not limited to class displays, equipment, resources, visuals, and communication devices.
- To ensure clear and effective communication between all roles within the classroom.
- To monitor general health and safety within the classroom and in all activities undertaken, rectifying any concerns, or reporting them to the Health and Safety Officer / Head of Early Years as needed – including risk assessments of spaces used.
- Alongside the onsite Teacher, to run termly environmental reviews to ensure the classroom remains fit for purpose.

Senior leadership team

- In the absence of the Head of Early Years be responsible for the day to day running and management of the service, 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 strategic plan, in partnership with the Head of Early Years.
- Take an active role on the 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 those commissioned by the trustees and/or BeyondAutism).
- Alongside the Head of Early Years, set up budgets and review spending across the academic year. To contribute to the service's budget requests for the following academic year.
- To ensure that Health and Safety standards of Early Years are adhered to and work with the site managers/ Head of Facilities to ensure these standards are maintained.
- Alongside the Early Years Administrator and Head of Early Years, to assist with planning and organisation of termly educational visits – including communication to parents, venues, costing and risk assessments.
- To undergo all necessary training to fulfil the role e.g. first aid, fire warden, safeguarding, safer recruitment training, mental health first aid, line management.

About the role

Other duties and responsibilities

- To remain up to date with evolving teaching and behaviour management procedures by reading behavioural journals and attending conferences and sharing that knowledge with other staff members.
- To understand, adhere to and actively always 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 conditions including the effect upon individuals and families and to demonstrate a thorough knowledge of Behaviour Analysis procedures and practice.
- To operate and comply with the provisions of the Data Protection Policy.
- To undertake any other duties consistent with this role as reasonably directed by the Head of Early Years.



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"> BCBA/UKBA(cert.) certification 	<ul style="list-style-type: none"> Have completed the BCBA requirements for delivering supervision. Experience of supervising staff towards BCBA/UKBA(cert.)
Specific knowledge, experience and technical skills	<ul style="list-style-type: none"> A minimum of four years of practical Behaviour Analysis experience At least 2 years experience of managing a caseload of programmes Experience with Early Years cohort Experience of working as part of and with a multi-disciplinary team Experience of advanced Behaviour Analysis skills; programme development, assessment, designing behavioural interventions and integration of other provisions Experience of conducting theoretical and practical training at a range of experience levels Experience in managing teams of staff Ability to work closely with the service's Senior Leadership and multi-disciplinary teams Ability to work in a pressured environment and remain calm in a crisis Commitment to undertaking further training and professional development Good written and verbal communication skills- ability to communicate effectively with autistic children, parents, staff and all stakeholders. Understanding of and commitment to equality of opportunity within an inner-city, special needs environment Understanding and commitment to the company's Safeguarding Policy Ability to contribute to service development working closely with Head of Early Years 	<ul style="list-style-type: none"> Experience within an Early Years SEN setting Knowledge of National Curriculum Knowledge of EYFS Development Matters. Knowledge/experience of Education Health and Care Plans and supporting parents' with their initial applications Experience of / familiar with frequently used assessment tools (EFL, ABLLS, VB—MAPP) Experience of delivering training for internal staff or external stakeholders
Personal attributes	<ul style="list-style-type: none"> Ability to work with parents in a positive supportive manner Physically and emotionally resilient in order to work with young autistic children who may present with behaviours that challenge 	

Job information

SALARY SCALE:	£45,840 - £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
PROBATIONARY PERIOD:	Sixth months
HOW TO APPLY:	If you're interested in applying for the role, please complete an application form online or send to recruitment@beyondautism.org.uk

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.

How to follow us



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