



Post-19 Advisory Board Member

Job Description & Person Specification

BeyondAutism Post-19

December 2024

Registered Charity No. 1082599

020 3031 9705

beyondautism.org.uk

 **BeyondAutism**

Table of Contents

About BeyondAutism	3
Our values	3
Job overview	3
Our governance structure	4
The Advisory Board	5
About the role	6
What you will bring to the role	7
Job information	8



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 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 facilitate the next steps.

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.

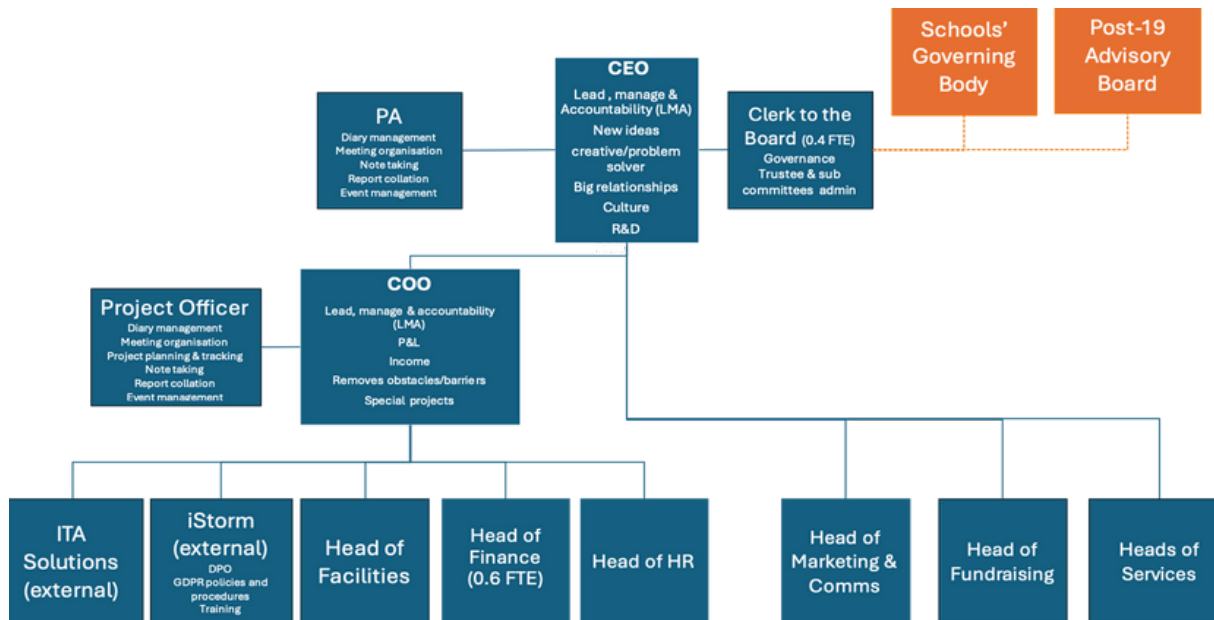
Proud to challenge

Listening, changing thinking, shifting attitudes and educating.

Job overview

- With a passion for positive outcomes with autistic adults, members of the Advisory Board have a key role in the governance and leadership of BeyondAutism's Post-19 services and are required to model the role of 'critical friend' to the Post-19 Senior Leadership Team by providing advice and support in as constructive a manner as possible.
- Being a Board Member should take up no more than 10 days a year, equal to about one day each half term plus preparation for and attendance at a minimum of 3 meetings each year. The term of office is for an initial 4 years.
- The Advisory Board works with the CEO and Heads of Post-19 to ensure that our provision meets all statutory and compliance requirements.

Our governance structure



Board of Trustees

BeyondAutism is governed by a Board of Trustees consisting of individuals who contribute a wide range of expertise and experience to the charity. The Board meet four times a year and are responsible for strategic development and ensuring the smooth running of the charity.

Senior Management Team

The day to day running of the charity is delegated by the Board of Trustees to the Chief Executive Officer (CEO), who is supported by the Senior Management Team in the delivery of our 5 year strategy.

BeyondAutism School's Governing Body

The Governing Body is a sub-committee of the BeyondAutism Board and has responsibility for the governance of the schools, reporting to the Trustees.

Post-19 Advisory Board

The Advisory Board is a sub-committee of the BeyondAutism Board and exists as part of the governance of the Post-19 provision, monitoring quality and compliance in the pursuance of positive and aspirational outcomes for our learners.



About BeyondAutism Post-19

BeyondAutism's Post-19 is an education provision registered as a Post-16 Specialist Provider (URN 146361) and members of the Advisory Board are responsible for providing governance and oversight to the Post-19 hubs.

Each student is provided with a truly personalised curriculum and one-to-one support, where appropriate, by dedicated and passionate staff using the principles and practice of Behaviour Analysis. Ultimately the goal is to prepare and support students to live as independent a life as possible and to nurture confidence, independence and self-belief.

The Advisory Board

The Terms of Reference of the Post-19 Advisory Board state that the Board will usually include 9 members. Board members will serve for a period of 4 years and we try to ensure that the periods of office are staggered so that no more than one third of the Advisory Board are up for re-election/appointment at any one time.

The Advisory Board may elect to appoint the following roles:

- Chair (Appointed by the Board of Trustees)
- Local Authority Adult Services Commissioner
- Adult Social Care Officer
- Representative from a Housing/Supported Living organisation
- Community member
- Student representative

Meetings

The Advisory Board meets once a term. Meetings last for two hours typically and have traditionally been held from 3.30pm – 5.30pm on a working day. Meetings are supported by the Clerk to Trustees.



About the role

Key responsibilities

- Working alongside the Chair of the Advisory Board and Heads of Post-19 service Board Members will ensure the following.

Strategic key responsibilities

- The Advisory Board focuses on a strategic overview rather than becoming involved in detailed operational matters of the hubs.
- The Advisory Board works in partnership with the Heads of Post-19 to establish a strategic plan including a detailed improvement/development plan within agreed reporting cycles.
- All statutory requirements and regulations are met, and that the service provides value for money in its use of resources.
- Advisory Board business is conducted efficiently and effectively.
- The Advisory Board keeps to the remit contained within its Terms of Reference.

Safeguarding key responsibilities

- The Advisory Board reviews and monitors the safeguarding of vulnerable adults, including that Mental Capacity Act (MCA) assessments and duties under the Liberty Protection Safeguards (LPS) are being fulfilled.
- There is a link Board Member to scrutinise safeguarding in-line with the service's policies and procedures.

Management of meetings

- The Advisory Board is given clear lead and direction by the Chair and Heads of Post-19 service, ensuring that Board Members work as an effective team and understand their accountability and the part they play in the strategic leadership of the service and in driving forward service improvement(s).

Focus of Advisory Board meetings

- At each meeting there is a robust review of student progress against both improvement plans and overall student attainment and progress targets.
- The Advisory Board both supports and challenges the service and holds senior staff to account for improving the quality of teaching, attainment and outcomes.
- The Advisory Board reviews the Post-19 Self Assessment Report (SAR) and Quality Improvement Plan (QIP) and makes recommendations to the Board of Trustees.
- Policies are reviewed, challenged and amended where necessary and that any review/challenge and amendment adheres to the agreed review cycle.
- Staff surveys and student voice reports are reviewed, and actions are agreed to address issues of concern.
- Each Board Member is given the opportunity to contribute to meetings.

Development of the Advisory Board

- A skills audit of the Advisory Board is undertaken every two years to identify where there may be gaps in knowledge or experience. This skills audit is used to identify appropriate methods to bridge these gaps through either training of serving Board Members or the recruitment of new Board Members with the required expertise and experience (or a combination of both).

Other tasks and activities:

- Board Members represent the Post-19 Service and Advisory Board at internal events and externally as required.

What you will bring to the role

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to degree level or relevant experience • Knowledge of the adult education and/or care sector 	<ul style="list-style-type: none"> • Experience of provision for 19-25-year olds and in particular of autism related provision • Understanding of Behavioural Analysis
Experience	<p>One or a combination of the following list:</p> <ul style="list-style-type: none"> • Have worked in adult services at a senior level and with understanding of the vital importance of safeguarding • Have lived experience as an autistic person or family member • Experienced in analysing and making sense of data • Experience in holding people to account for agreed actions and responsibilities 	<ul style="list-style-type: none"> • Experience of autism related provision for adults • Understanding of housing and support available for vulnerable adults from local authorities and other charitable sectors.
Skills	<ul style="list-style-type: none"> • Excellent organisational skills and ability to effectively prioritise work and balance competing demands • Strong verbal and written skills • Strong attention to detail and accuracy • Good interpersonal and negotiation skills, tact and diplomacy • Independence of thought and sound judgment • Critical listening skills and the ability to ask effective questions • Strategic thinking • Excellent communication skills both written and verbal 	
Behaviours	<ul style="list-style-type: none"> • A demonstrable passion for meaningful positive outcomes with and for autistic adults • Willingness to devote time, enthusiasm and effort to the duties and responsibilities of a Board Member • Willingness to make and stand by collective decisions, even if s/he offered an alternative view during discussions • Ability to build and maintain effective working relationships with colleagues across the organisation and externally • Willingness to undertake training • Commitment and empathy with the vision and mission of BeyondAutism 	

RENUMERATION:	This is an unpaid role, however all reasonable out-of-pocket expenses will be reimbursed.
LENGTH OF TERM:	4-years
HOURS:	Attendance at four Post-19 Advisory Board Meetings per annum, and additional time to visit the service and meet with the Head of Post-19 and other service leaders as required. Meetings are held during the working day with at least two being in person. The Chair of The Post-19 Advisory Board also attends Trustee meetings and meets with the Chair of Trustees as required.
ACCOUNTABLE TO:	Chair of Advisory Board
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 people and expects all board members to share this commitment. An enhanced disclosure will be conducted for the successful applicant.

How to follow us



/beyondautism



/beyondautismuk



beyondautism.org.uk



/beyondautism



/company/beyondautism