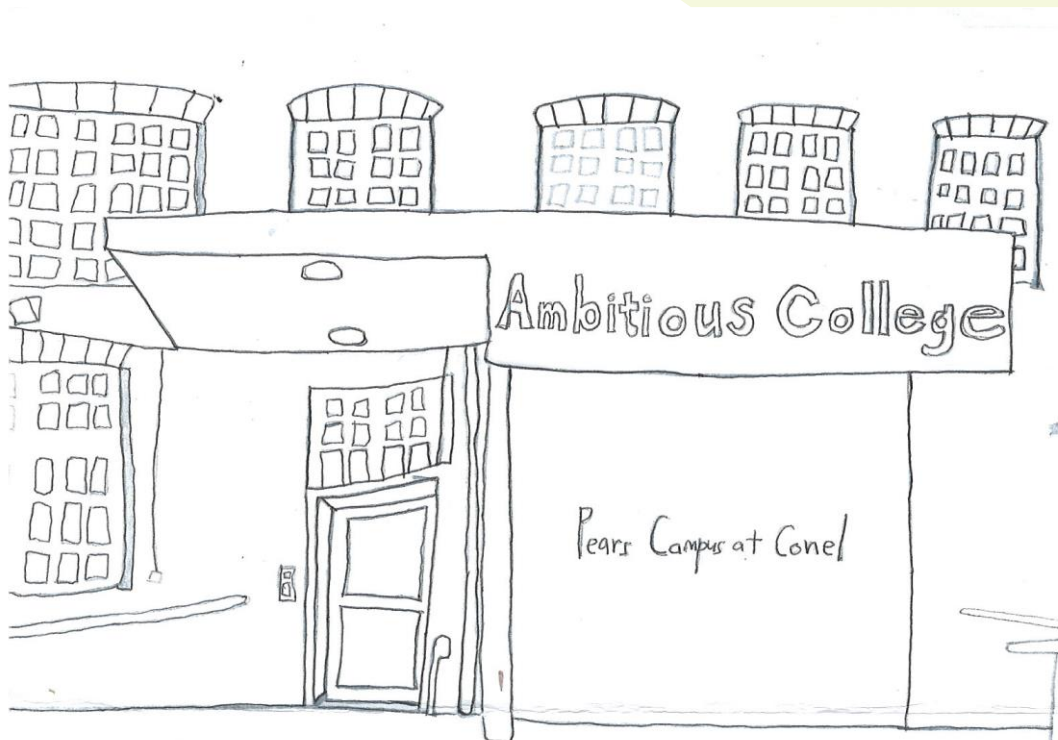




**Ambitious
about Autism**

Recruitment Information Pack

Learning and Behaviour Specialist



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If you, or someone you know would like this publication in an email, in Braille, large print, Easy Read transcription or audio tape, please contact: Faima Begum, Recruitment Officer
(Tel: 020 8815 5424 Email: f.begum@ambitiousaboutautism.org.uk)





Introduction from Vivienne Berkeley

Thank you for your interest in Ambitious College. The college opened in September 2014 and is co located in North London with the College of Haringey, Enfield and North London (CONEL) College in West London with West Thames College. I am enormously proud to be the College's first Principal. Our primary audience is young people with complex autism, aged 16 – 25 year olds.

It's difficult to imagine that as I write these words fewer than one in four young people with autism are accessing any form of education beyond school. Not because they lack the ability or desire to learn; but because they are being held back by a system that lacks the knowledge and expertise to support them. Simply put, this is not good enough. At Ambitious College we think everyone is entitled to lead a fulfilling, happy and rewarding life; and this includes young people with autism.

Our learners are at the heart of everything we do, their curriculum is highly personalised to help them achieve their goals. It is delivered by our very skilled and friendly staff. We offer lots of opportunities to learn in the community through a range of partnerships with local employers, services and our mainstream college partners.

As our name suggests, we are ambitious for our learners. We are a dedicated team of professionals who are passionate about our work in supporting young learners to live ordinary lives in their home community.

We know that with the right opportunity and support they can achieve great things. I am looking to recruit Learning and Behaviour Specialists to deliver high-quality learning support to young adults with autism to enable them to pursue their ambitions in relation to further education, work and leisure. Our most recent Ofsted report can be found on the College website. In May 2017 we were graded a 'Good' college in all of the CIF areas.

I really do hope you consider this opportunity at Ambitious College and look forward hearing from you.

Viv Berkeley
Principal

Job description

Job Title	Learning and Behaviour Specialist	Team	Ambitious College
Job Band	2/3	Reporting to	Learning Support Co-ordinator
Hours	37½ hrs per week (42 weeks per year)	Line Manages	N/A

Approved By: Ambitious College Principal

Date: Jan 2017

Role purpose

- To deliver high-quality learning support to young adults with autism to enable them to pursue their ambitions in relation to further education, work and leisure. Learning and Behaviour Specialists support learners' person-centred study programmes in a range of environments.

Duties and Key responsibilities

- To appropriately support learners to achieve the person-centred outcomes outlined in their individualised study programme. Support will be provided to access further education settings, supported employment opportunities, social enterprises, leisure activities and community-based learning opportunities
- Support learners to achieve targets laid out in their individual learning plans (ILP) and gather related evidence of learning and share with the multidisciplinary team within a specified timeframe
- As part of a college multidisciplinary team ensure that learners are supported to achieve their learning development goals. This will include following support plans and programmes designed by Teachers, Behaviour Analysts, OTs and SaLTs
- To be responsible for safeguarding learners and reporting any concerns as per organisational policy and procedure
- Ensure risk assessments, and emergency plans are followed up in line with policy and procedures
- To ensure appropriate and accurate data is collected and recorded. To be responsible for regularly sharing data with line management to evaluate the effectiveness of learning
- To provide excellent personal care support in line with organisational policy and approved support plans and guidelines. This may include support with toileting, the administration of medication, mealtime support etc. The post-holder will have responsibility for ensuring that all administrative requirements in relation to these tasks are undertaken, are kept timely, and that any concerns are identified and reported

- Where key working responsibilities have been allocated, to ensure that learners' folders are kept valid and all documents reviewed as per agreed timelines. This will include personal care support plans, medical care support plans, individual learning plans, behaviour support plans, risk assessments, data collation and tracking etc
- Where directed, to produce and organise appropriate learning materials and resources
- To support the creation and maintenance of good working relations and communication both internally within the college and with families and other relevant stakeholders
- To be responsible for allocated petty cash and learners' money as per organisational policy and procedure. To ensure the accurate completion of related administrative tasks and the timely reporting of any concerns
- To work in line with service policy and procedure to ensure compliance to all legislative requirements. To ensure that any concerns are reported
- Where required and authorised to do so, drive vehicles to support the transportation of learners

Training

- Commitment to attendance at, and completion of, all training required by Ambitious College
- To apply learning and skills gained through training to all areas of the role

General

- To ensure safeguarding practices are undertaken to the highest standards
- To support the running of the service in accordance with the policies of the charity
- To participate in team meetings and meetings across the charity where required
- To carry out any other duties at the request of management as appropriate
- Responsible for ensuring effective communication (the right information, to the right people, at the right time)
- To be responsible for the health and safety of self and others using proactive and reactive strategies. This will include using positive handling techniques
- To promote equality of opportunity and a respect for diversity.

Person specification

Role and Band Competencies		Essential
Education Levels & Qualifications		
1.	Five GCSEs or equivalent (including Maths and English)	x
Specific Knowledge, Experience & Technical Skills		
2.	Knowledge and demonstrable experience of working with young adults with autism/SEN	x
3.	Interest in, and knowledge of, autism	x
4.	Experience of managing behaviours that challenge	x
5.	Good appreciation of, and a basic knowledge of, health and safety, data protection principles and equal opportunities	x
6.	Proven ability to solve problems quickly and remain calm in escalated situations	x
7.	Basic level of IT literacy in using Microsoft software e.g. outlook, Word, Excel	x
8.	Excellent communication skills both written and verbal (in English)	x
9.	Willingness to support and participate in community based activities such as swimming and gardening etc.	x
Personal Attributes		
10.	Willingness to learn and commit to the principle of positive behaviour support	x
11.	Willing to undertake direct intimate personal care tasks as required	x
12.	Willing to lone work as and when required	x
13.	To have the physical and emotional resilience to work with young adults with autism who may have behaviours that challenge (candidates' physical fitness levels will be tested during recruitment)	x
14.	Able to develop and maintain positive relationships with learners and other relevant stakeholders	x
15.	Able to work using own initiative and also effectively as part of a team	x
16.	Punctual and reliable	x
17.	Able to work flexibly: occasional evening and weekend work in order for learners to participate in line with person-centred plan	x
18.	Good appreciation of health and safety in the workplace, data protection principles and equal opportunities	x
19.	Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	x

Training and Development

We are committed to investing in our people and their talent. We make sure every single person is clear about their role, and has the tools, knowledge and learning they need to perform well and make a difference.

Ambitious College aims to empower staff to take ownership of their own development with support from their managers and the organisation as a whole. From the day you join us, we'll give you access thorough induction to e-learning tools, training courses, professional qualifications and coaching. We'll help you find out where your career could take you by creating a personal development plan. This will focus on the learning you need to do your job well, and tailors your long term development so that you can achieve your career goals.

We want you to have the confidence to make the most of every opportunity. So, whatever you want to do, and however you want to learn, we'll help you take your career to the next level.

All our staff are provided with a comprehensive core and role specific induction with internal and external courses offered for technical or specialist training for skills that staff require for their job.

Examples of our CPD opportunities include the following:

Programmes leading to a Professional and Academic Qualification

Ambitious College is committed to the PBS Competency framework for all staff and is exploring other CPD opportunities in order to grow our own talent.

Training to meet legal requirements

This includes safeguarding training, health and safety training including Team Teach, fire safety and evacuation procedures, data protection and equality and diversity training.

Coaching and Mentoring

Ambitious about Autism encourages line managers to provide coaching and mentoring support for staff who are undergoing CPD.

Professional Memberships

Ambitious about Autism will reimburse staff the cost of professional membership fees that are required for their role in line with our Staff Expenses Policy.

Our Values

Children and young people with autism are at the heart of all that we do, that's why:



► We are ambitious

We invest in our people and aim high to make sure our work has the biggest impact for children and young people with autism and their families.

► We value difference

We know that creating equal opportunity does not mean one size fits all. We aim to make ourselves accessible to children and young people with autism across the spectrum, from all communities and backgrounds.

► We are open

We strive to be open – open to new ideas, open in how we work and open in how we make decisions.

► We are team players

Collaborative working and building strong partnerships are essential if we are to make the ordinary possible for children and young people with autism.

► We are experts

We respect and develop the expertise of our talented staff and make sure that we are evidence-based, rigorous and accountable in everything we do.

Benefits Overview

EMPLOYEE BENEFITS



Ambitious about Autism offers a wide range of financial and wellbeing benefits and rewards to all staff. We use a Total Reward Framework approach which includes: pay, benefits, continual professional development, and a good working environment.

We are committed to supporting the health and wellbeing of all employees. As part of our commitment to this, we have joined the Time to Change Employer Pledge www.time-to-change.org.uk/ and have been successfully awarded the London Healthy Workplace Charter www.london.gov.uk/what-we-do/health/healthy-workplace-charter.

SOME OF THE BENEFITS WE OFFER INCLUDE:

Pension Scheme 	 Eye test vouchers for habitual users	Voluntary Group Health Scheme
Childcare Voucher Scheme 	GENEROUS ANNUAL LEAVE ALLOWANCE 	Flu & hepatitis B Vaccinations
Employee Assistance Programme 	Social Wellbeing Committee 	Social events
Travel Season Ticket and Bike Loan 	CPD and training schemes/study leave 	Staff Council
Occupational Health Service 	SUBSIDISED CLASSES AND ACTIVITIES: YOGA, ZUMBA, RUNNING CLUB, BOOK CLUB 	
Annual Staff Awards Ceremony 	Mental health and wellbeing events 	BIKE RACKS
FREE HEALTHY BREAKFAST 	Generous Company Sick Pay (after probation) 	HR SUPPORT FROM OUR PEOPLE TEAM
MINDFULNESS SESSIONS 	PHYSIOTHERAPY APPOINTMENTS 	STAFF SHOWER ROOMS



Ambitious about Autism



How to apply

If you would like to find out more about this exciting opportunity, need any further information or you wish to have an informal discussion please contact: Faima Begum, Recruitment Officer on: 020 8815 5424 or email f.begum@ambitiousaboutautism.org.uk

To apply, you will need to submit your application form and the equality monitoring form and send it to jobs@ambitiousaboutautism.org.uk stating why you are interested in this role and how your knowledge, skills and experience meet the requirements. You will also need to supply 2 references and indicate which one can be taken up in advance of interview.

Closing date for applications: Sunday 4 February 2018 (midnight)