



**Ambitious
about Autism**

Recruitment Information Pack

Learning and Behaviour Specialist

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: June 2016

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.

Values

Ambitious about Autism has a set of values which are listed below. We expect all our employees to have a commitment to these values to help improve our staff and learner experience.

- We are **ambitious**
- We are **team players**
- We are **open**
- We **value difference**
- We are **experts**

Person specification

Role and Band Competencies	Essential	Desirable
Education Levels & Qualifications		
Five GCSEs or equivalent (including Maths and English)	x	
Accreditation in behavioural approach – ABA or PBS		x
Level 2 Diploma in Health and Social Care (Adults) or equivalent		x
Level 3 Learning Support/Teaching accreditation/qualification		x
Specific Knowledge, Experience & Technical Skills		
Knowledge and demonstrable experience of working with young adults with autism/SEN	x	
Interest in, and knowledge of, autism	x	
Experience of managing behaviours that challenge	x	
Good appreciation of, and a basic knowledge of, health and safety, data protection principles and equal opportunities	x	
Proven ability to solve problems quickly and remain calm in escalated situations	x	
Basic level of IT literacy in using Microsoft software e.g. outlook, Word, Excel	x	
Excellent communication skills both written and verbal (in English)	x	
Experience of working in a ABA/PBS based setting		x
Experience of working in a community based or social care role		x
Experience of working in a further education setting		x
Experience of working in an Ofsted regulated service		x
Experience of working in a CQC regulated environment		x
Experience in the administration of medication		x

Experience of the delivery of high quality intimate personal care		x
Willingness to support and participate in community based activities such as swimming and gardening etc.	x	
Experience of using an accredited positive handling approach		x
Personal Attributes		
Full UK/EU driving licence without endorsement		x
Willingness to learn and commit to the principle of positive behaviour support	x	
Willing to undertake direct intimate personal care tasks as required	x	
Willing to lone work as and when required	x	
Has 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	
Able to develop and maintain positive relationships with learners and other relevant stakeholders	x	
Able to work using own initiative and also effectively as part of a team	x	
Punctual and reliable	x	
Able to work flexibly: occasional evening and weekend work in order for learners to participate in line with person-centred plan	x	
Good appreciation of health and safety in the workplace, data protection principles and equal opportunities	x	
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	



Benefits Overview

Some of our benefits at Ambitious about Autism include:

- Generous Annual Leave
- Annual Leave Purchase Scheme
- Study Leave
- Bike Facilities
- Life Assurance
- Health Cash Plan
- Eye Tests and Eye care
- 24 hour Employee Assistance Programme
- Pension Scheme
- Enhanced Maternity and Adoption Leave