



**Ambitious  
about Autism**

# Recruitment Information Pack

**Assistant Principal (Personal Development, Welfare and Behaviour)**



## Contents

Introduction from Vivienne Berkeley, Principal of Ambitious College .....	3
Job Description .....	4-6
Person Specification .....	7
Our Values.....	8
Benefits Overview .....	9
How to Apply.....	10

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](mailto: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 and 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. We are looking to expand our Senior Leadership Team (SLT) by recruiting an Assistant Principal who will work collaboratively with myself and the Vice Principals to lead and manage and be committed to outstanding practice in the college, across each of its campuses, with specific responsibility for all aspects of learner personal development, welfare and behaviour (PDWB).

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

<b>Job Title</b>	Assistant Principal (Personal Development, Welfare and Behaviour)	<b>Team</b>	Ambitious College
<b>Job Band</b>	£41,194 - £51,221 to include market zone), job band to be confirmed	<b>Reporting to</b>	Vice Principal
<b>Hours</b>	37.5 hours pw Monday to Friday – 8.30 to 5pm. The expectation is that there will be flexibility to meet business need. The post holder will be based on one campus but will be expected to work across both college campuses.	<b>Line Manages</b>	Allied Health Professionals  Senior Positive Behaviour Support Analyst


**Approved By (ELT MEMBER): Viv Berkeley**

**Date: January 2018**

### Role purpose

As a member of Ambitious College Senior Leadership Team (SLT) to work collaboratively with the Principal and Vice Principals to lead and manage and be committed to outstanding practice in the college, across each of its campuses, with specific responsibility for all aspects of learner personal development, welfare and behaviour (PDWB).

- Contribute to college planning, both strategically and operationally and actively contribute to the college Self-Assessment Process (SAR) and Quality Improvement Plan (QIP), taking a lead in the PDWB area.
- Actively contribute to the College 3 year Development Plan and Operational Plan.
- Lead and project manage the further development of our transdisciplinary approach to working, underpinned by College Wide Positive Behaviour Support (PBS)
- Work with other similar posts across Ambitious about Autism (AaA) Educational Services to ensure a consistent approach to the continued evaluation of the AaA PBS framework and training delivery.
- Work closely with the Head of Curriculum and SPBS Analyst to ensure a joined up approach to transdisciplinary working between teachers, Allied Health Professionals and Behaviour Analysts.
- Act as the Designated Safeguarding Lead responsible for child/adult protection at all levels, including e safety, ensuring staff are aware of how to raise safeguarding concerns, are suitably trained and as safeguarding lead refer any cases to social care and maintain accurate and secure records.

- 
- Lead on Health and Safety (in relation to Behaviour) across the college, including reporting to SLT, Governing Body and Board of Trustees and will work closely with the Head of Operations around environmental Health and Safety issues, including effective Risk Assessment for our learners.
  - Lead on the positive handling approach utilised in the college to ensure it aligns with safeguarding and positive behaviour support practice.
  - Lead on family liaison and work closely with the Family Support Officer to ensure a quality service to our families
  - Lead on effective transitions out of college for our learners
  - Line manage Allied Health Professionals and the Senior PBS Consultant
  - Lead on the Annual Review Process for College learners
  - Carry out such duties as may be reasonably required by the Principal.

## Duties and Key responsibilities

### **Leadership and Management (Positive Behaviour Support/Teaching and Learning)**

- Lead and Project Manage the further development of our transdisciplinary approach to working, underpinned by College Wide Positive Behaviour Support (PBS)
- Ensure there is outstanding professional practice and learning in the College as a result of effective transdisciplinary team working underpinned by a behavioural model of practice through modelling, supervision, monitoring, evaluation and review.
- To update pastoral related policies including, but not limited, to Positive Handling and Intimate Support
- To work with the VP (TLA), the Head of Curriculum and the Senior PBS Analyst to develop and model effective Trans Disciplinary Team practices and approaches within the college
- To be committed to and uphold the use of evidence based approaches.
- To lead on the Annual Review Process and ensure consistency in the delivery of these for our learners
- To lead on effective transitions out of college for our learners

### **Leadership and management (Safeguarding/Health and Safety)**

- To act as Designated Safeguarding Lead for Ambitious College, keeping all records up to date to and undertake all related CPD
- To be accountable for staff holding all relevant and required certification in relation to positive handling, safeguarding and Prevent; attend regular refresher training and to lead, monitor, review and update practice in a manner compliant with organisational Safeguarding, Prevent and Positive Handling Policies



## **Leadership and Management (Supervision/ Personal and Professional Practice and Development)**

- Actively engage in personal and corporate CPD regularly reflecting on your own practice, working towards personal targets and by participating positively in the arrangements made for performance management and clinical supervision.
- Be responsible for ensuring own practice is consistent with AC and AaA organisation policies and procedure and keeping abreast of any changes to these
- Demonstrate the vision and values of AC and AaA in everyday work and practice, upholding the college ethos of challenge and support where all learners can reach their full potential and maximise their engagement in learning
- Actively contribute to a shared culture of excellence and capacity building that promotes inclusion and maximises learning and achievement of learners and colleagues.
- Treat all members of the college and charity community fairly, with dignity and respect, contributing to the positive college ethos and culture



## Person specification

Role and Band Competencies		Essential	Desirable
<b>Education Levels and Qualifications</b>			
1.	Relevant first degree (psychology/education/Speech and Language Therapy, Occupational Therapy)	X	
2.	Professional registration or qualification in area of expertise.	X	
3.	Evidence of continued CPD in your area of expertise	X	
<b>Specific Knowledge, Experience and Technical Skills</b>			
4.	Extensive knowledge and experience of working with autism and its impact on young people and families	X	
5.	Experience in personal development, welfare and behaviour	x	
6.	Experience in the use of positive handling and a commitment to using the least restrictive practice	x	
7.	Able to demonstrate commitment to developing learner voice	x	
8.	An understanding of SEND policy and practice in relation to Further Education & Transition	X	
9.	Able to demonstrate an understanding and personal commitment to safeguarding and promoting the welfare of vulnerable adults. Knowledge and experience of being the designated Safeguarding lead and experience of positive handling	X	
10.	Experience of strategic and operational planning and project management	X	
11.	Proven ability in working with families and seeing them as co-producers	X	
12.	Knowledge and skills of Health and Safety in the workplace, GDPR principals and Equal Opportunities		
<b>Personal Attributes</b>			
13.	Personal commitment to coaching as a key leadership behaviour	X	
14.	Evidence of excellent interpersonal and communication skills – both written and verbal. Ability to write reports/policies.	X	
15.	Excellent analytical skills	X	
16.	Resilience and the ability to work under pressure and to prioritise own workload and that of others	X	
17.	Evidence of the ability to gain and maintain the confidence and respect of colleagues, parents, learners, Governors	X	
	Experience, ability and enthusiasm to play a key role in supporting a transdisciplinary way of working	X	
18.	Full, clean driving licence		X
19.	Able to design, implement and review robust systems for performance management and quality assurance	X	

## 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/](http://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](http://www.london.gov.uk/what-we-do/health/healthy-workplace-charter).

### SOME OF THE BENEFITS WE OFFER INCLUDE:

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



**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: Vivienne Berkeley, Principal on: 0203 870 8775.

To apply, you will need to submit your application form and the equality monitoring form and send it to [jobs@ambitiousaboutautism.org.uk](mailto: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:** Wednesday 14 February 2018 (midnight).