



**Ambitious College**

**Learning and Behaviour  
Specialist**

**Recruitment Pack, 2022**



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# Job description

<b>Job title</b>	Learning and Behaviour Specialist	<b>Team</b>	Ambitious College
<b>Job band</b>	Band 2/3	<b>Reporting to</b>	Learning Support Coordinator
<b>Hours</b>	35 hours per week Monday – Friday (41 weeks per year), paid over 52 weeks	<b>Line manages</b>	N/A

**Approved by:** Executive Principal

**Date:** January 2022

## Role Purpose:

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

- 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
- 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
- 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
- Support the creation and maintenance of good working relations and communication both internally within the college and with families and other relevant stakeholders
- 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
- 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

### **Additional duties:**

- Demonstrate a continual commitment to safeguarding and promoting the welfare of children and young people.
- Demonstrate a continual commitment to the promotion of diversity initiatives and the sharing of best practice in line with Ambitious about Autisms Equality, Diversity and Inclusion policy and procedures.
- Ensure the highest degree of confidentiality and data protection of all materials
- Any other duties commensurate with the role.
- Demonstrate the vision and values of Ambitious about Autism in everyday work and practice, upholding the ethos of challenge and support where all pupils/learners can reach their full potential and maximise their engagement in learning.
- To uphold Ambitious about Autism policies to protect and safeguard pupils in order to secure their health, safety and wellbeing.

# Person Specification

Role and band competencies	Essential
Specific Knowledge, Experience & Technical skills	
1. Five GCSEs or equivalent (including Maths and English)	X
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	
13. To have the physical and emotional resilience to work with young adults with autism who may have behaviours that challenge	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