



**Ambitious  
College**

# Learning and Behaviour Specialist

LaBs, 2022



**Ambitious  
about Autism**

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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	<b>Line manages</b>	N/A

**Approved by: Executive Principle**

**Updated: September 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.

## Key accountabilities and dimensions

- 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 Ambitious about Autism Learning and Behaviour Specialist Recruitment Pack 2022 4 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.
- To uphold Ambitious about Autism policies to protect and safeguard pupils in order to secure their health, safety and wellbeing.
- 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
- 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.

# Person specification

Role and band competencies	Essential
<b>Specific knowledge, experience and technical skills</b>	
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
10. 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
<b>Personal attributes</b>	
11. Willingness to learn and commit to the principle of positive behaviour support	X
12. Willing to undertake direct intimate personal care tasks as required	X
13. Willing to lone work as and when required	X
14. To have the physical and emotional resilience to work with young adults with autism who may have behaviors that challenge.	X
15. Punctual and reliable	X
16. Able to work flexibly: occasional evening and weekend work in order for learners to participate in line with person-centred plan	X
17. Good appreciation of health and safety in the workplace, data protection principles and equal opportunities.	X

# How to apply

Stage	Timescale
Closing date for applications	<b>TBC</b>
Candidates informed of outcome of application	<b>TBC</b>
Interviews (these will be conducted online via Teams)	<b>TBC</b>

If you would like to find out more about this exciting opportunity, need any further information or wish to have an informal discussion please contact Ben Lowe

**Recruitment Manager - Education.** - 07510315186

[blowe@ambitiousaboutautism.org.uk](mailto:blowe@ambitiousaboutautism.org.uk)

## Equal opportunities monitoring

*Ambitious about Autism is fully committed to equality of opportunity and diversity and we warmly welcome applications from all suitably-qualified candidates. We welcome applications regardless of race, colour, nationality, ethnic or national origins, religion or belief, sex, sexual orientation, gender reassignment, marital or civil partner status, pregnancy or maternity, disability, or age. All applications will be considered solely on merit.*

*Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an Enhanced DBS check.*

## Contact us

### North London campus

Pears Campus at CONEL  
Clyde Road, London N15 4FY

☎ 020 3870 8775

✉ [admissions@ambitiousaboutautism.org.uk](mailto:admissions@ambitiousaboutautism.org.uk)

🌐 [ambitiouscollege.org.uk](http://ambitiouscollege.org.uk)

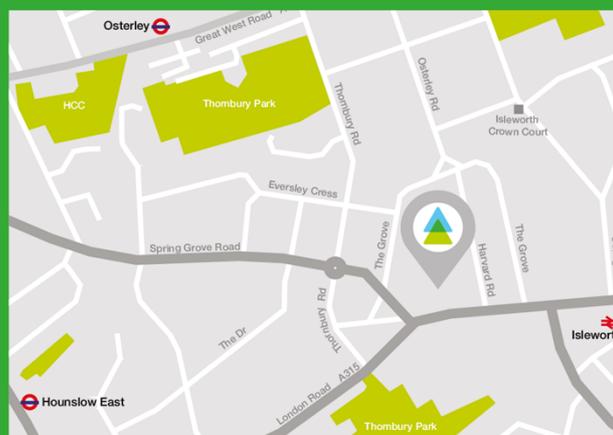
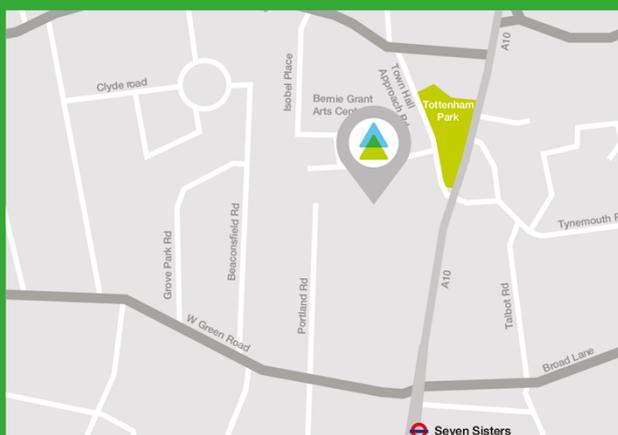
### West London campus

Pears Campus at West Thames College  
London Road, Isleworth TW7 4HS

☎ 020 3873 2201

✉ [admissions@ambitiousaboutautism.org.uk](mailto:admissions@ambitiousaboutautism.org.uk)

🌐 [ambitiouscollege.org.uk](http://ambitiouscollege.org.uk)



## How to find us

### Public transport

The Pears Campus at CONEL is easily accessible by regular bus, London Underground and train services. We are just a short walk from the the Seven Sisters Tube and London Overground stations. Bus routes 76, 149, 230, 243, 259, 279, 318, 341, 349, and 476 run nearby.

### Travelling by car

Parking is available next door at the Bernie Grant Art Centre. The Centre's pay and display car park is located at the end of Clyde Road. Please input postcode N15 4FP into your GPS for directions to the car park.

## How to find us

### Public transport

The Pears Campus at West Thames is easily accessible by regular bus, train and London Underground services. Isleworth train station is a five-minute walk. The nearest Tube stations are Osterley or Hounslow East (Piccadilly Line), then 10-15 minutes' walk. The following buses run from Hounslow bus station: 110, 117, 235, 237, H8 and H37. All buses stop outside the college.

### Travelling by car

There is a car park for staff, disabled students and evening students (entrance on Harvard Road). However, places are limited on a first-come, first-served basis. There are parking meters on the roads directly around the campus. The nearest free parking is on Osterley Road. For further information, please contact admissions.

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