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| THE PARTNERSHIP TRUST | |
| JOB DESCRIPTION & PERSON SPECIFICATION | |
| NAME: | |
| POST TITLE: Specialist Autism Advisor | GRADE: BANES GRADE 6 (SCP 18-22) |
| RESPONSIBLE TO: Commissioned Services Lead | |
| DATE: | |

JOB PURPOSE

The primary purpose of this post is to directly support autistic children and young people living within B&NES, with a focus on supporting them to maintain their education placements and thrive as autistic individuals. This includes providing a range of support and advice to families and professionals, including delivering regular training events and working effectively with key partners to promote wider inclusive practices, representing the Specialist Autism Support Service commissioned by B&NES Local Authority.

MAIN DUTIES AND RESPONSIBILITIES

- Provide support and advice to autistic children and young adults from the ages of 0-25.
- Provide support and advice to education settings and providers and contribute to supporting autistic children and young adults within a multi-agency approach.
- To support education settings, to implement a range of autism strategies to support the progress and inclusion of their autistic pupils.
- To support settings to assess and monitor the development and progress of their autistic pupils using the Neuroinclusive Education Network (NEN) Progression Framework and other tools.
- To provide direct targeted/specialist support for autistic children and young adults.
- To support families of autistic children and young adults, to know where to go for advice, including having access to support groups and networks.
- To provide direct support for some autistic children and young adults receiving an EOTAS (Education Otherwise Than AT School) package.
- To contribute to the Specialist Autism Support Service training offer by delivering or co-delivering a small number of training events for professionals and parents/carers.
- To be an active member of the Specialist Autism Support Service within the Autism Champions network and demonstrate a commitment to developing this network within B&NES.
- To assist in the assessment, implementation, monitoring and evaluation of individual need in accordance with current SEND guidance and Ordinarily Available Provision.

- To contribute educational advice as part of the Education, Health and Care Needs Assessment (EHCNA) statutory process and annual review process and prepare other detailed reports as necessary.
- To promote and share key resources to promote educational access for autistic children and young adults.

RESPONSIBILITIES FOR ALL SASS TEAM MEMBERS

- To contribute to the development of a high quality, response Specialist Autism Support Service for children, early years settings, schools, colleges and other professionals.
- To ensure own personal and professional development through appropriate participation in job-related learning opportunities and supervision programmes.
- To develop and maintain effective working relationships with key partners.
- To assist the Specialist Autism Support Service Lead with the identification and distribution of research and knowledge relevant to the identification and provision for autistic children and young people.
- To contribute to the team planning and development, taking on responsibilities as appropriate.
- To maintain appropriate records of all work undertaken and provide information about work practices as necessary.
- To carry out the duties and responsibilities of the post in accordance with the team's system of data collection and record keeping and management.
- Promote the wider understanding of the role and function of the Specialist Autism Support Service.

OTHER

Working with autistic pupils can involve risks due to their level of regulation. Some of these risks can be physical. The working environment will vary across the different schools in which the postholder will work.

GENERAL

The Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As this postholder will be working in regulated activity, an Enhanced Disclosure and Barring Service (DBS) check will be required prior to commencement of employment. Individuals will be expected to provide details of their disclosure as soon as they receive it or if they are registered with the DBS Update Service to have given their permission for the Trust to access their online record.

The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager or Designated Safeguarding Lead.

The postholder will be required to promote, monitor and maintain health, safety and security in the work place to include ensuring that the requirements of the Health & Safety at Work Act and all other mandatory regulations are adhered to.

The postholder will be expected to undertake any appropriate training provided by the School or Multi Academy Trust to assist them in carrying out any of the above duties.

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

This job description may be reviewed from time to time and amended after discussion with the postholder. It does not form part of the written particulars of employment of the postholder.

The post requires the postholder to have a driving licence and their own transport.

PERSON SPECIFICATION

| | Essential | Desirable |
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| Qualifications & Training | <ul style="list-style-type: none"> At least three years applied practical experience, with evidence of in-service training and development. A suitable academic or vocational qualification (usually to at least GCSE / A-Level standard) or equivalent or evidence of operating with competency at such a standard. Good interpersonal, literacy and numeric skills with the ability to work as a member of a team. Clean driving licence and access to own transport. | <ul style="list-style-type: none"> First Aid training Evidence of recent CPD relating to autism or SEND Training in TEACCH, SCERTS or other structured interventions Neuroinclusive Education Network (NEN) previously Autism Education Trust (AET) training |
| Experience | <ul style="list-style-type: none"> Extensive experience of working with autistic children or young people. Experience of working with families and multi-agency teams. | <ul style="list-style-type: none"> Experience delivering staff training or mentoring others Experience in specialist or SEN school setting |
| Skills & Knowledge | <ul style="list-style-type: none"> Ability to work as part of a team, understanding roles and responsibilities and your own position within these. Ability to assess and plan for individual pupils with a neurodivergent profile Ability to support and train staff in autism strategies Strong interpersonal and communication skills Ability to manage and prioritise a caseload Excellent written communication (e.g., report writing, EHCP input) In-depth knowledge of autism, neurodiversity, and co-occurring conditions | |

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| | <ul style="list-style-type: none"> • Understanding of sensory processing and regulation needs • Knowledge of autism-inclusive practices and environments • Familiarity with EHCP processes and current SEND guidance including Ordinarily Available Provision | |
| <p>Personal Qualities</p> | <ul style="list-style-type: none"> • Punctual, reliable and trustworthy • Commitment to safeguarding pupils' wellbeing and equality • Resilient, positive, forward looking and enthusiastic about making a difference • Passionate advocate for autistic pupils and inclusive education • Reflective, flexible, and proactive • Emotionally resilient and calm under pressure • Committed to safeguarding and continuous professional development • Patient and empathetic to pupils, colleagues and stakeholders • Sensitivity and understanding, to help build good relationships with pupils, colleagues and stakeholders | |

