

## JOB DESCRIPTION

<b>Post:</b>	<b>Lead FEAST Adviser</b>
<b>Responsible to:</b>	<b>SENCO</b>
<b>Pay Band:</b>	<b>7</b>

### Job Purpose:

To advise college staff and support young people with Autism to achieve full access to learning within the college curriculum, and enable their full inclusion into the wider experiences of the college life, whilst promoting, always, their independence This will include:

- Advising and supporting college tutors responsible for curriculum delivery to young people with Autism.
- Providing a range of support and guidance directly to young people with autism spectrum conditions, who attend college.
- Leading a small team of Autism Learning Advisors and Learning Support Assistants', taking responsibility for day-to-day coordination of their work monitoring and quality assurance of the support delivered communication with college staff.

### Main Duties:

1. **To advise and support college staff responsible for curriculum delivery to young people with Autism to facilitate this.**
  - To advise college staff and support staff on appropriate strategies for supporting pupils learning communication and behaviour and to empower them to employ these within their overall teaching approaches.
  - to contribute to planning approach programmes of support in conjunction with the line manager to ensure that students are supported appropriately and can access the teaching and learning within these settings affectively.
  - to provide college staff with appropriate information/training materials and strategies recommended.
  - To support the line manager in monitoring and quality assurance process is to assess the support offered and outcomes achieved.
  - To work with the line manager to provide both formal and informal training support to college staff.
  - to take responsibility for developing personal specialist knowledge skills and understanding of techniques and approaches.
  - To maintain flexibility of approach such that help, and support can be offered to other members of staff and pupils in time of need or crisis.
2. **To lead a small team of Autism Advisors taking responsibility for day-to-day coordination of their work liaising and communicating with college staff as well as autism services.**
  - To take shared responsibility for the delivery of effective targeted support to students with Autism in the college.

- To complete performance management of members of the team.
  - to report issues and concerns promptly to the line manager or Head of SEND.
  - to attend regular team meetings and meetings relating to individual students and to maintain open and positive channels of communication with all concerned.
  - to represent members of the SEND team in their absence.
- 3. To provide a range of support and guidance directly to young people with autism spectrum conditions**
- To provide individual specialist support and advise to students with Autism attending lessons.
  - To provide mentoring support to students to assist them in managing the demands of college life such as personal organisation managing workload. to complete assignments and making/sustaining peer relationships.
  - To support students to develop strategies for managing unstructured times such as breaks and study periods.
  - To help students to care for equipment assigned to them to facilitate their learning.
  - To maintain good and appropriate links and communication with families and to make home visits where appropriate.
  - Occasionally and subject to agreement with the line manager to support young people on residential visits or evening classes.
  - Occasionally and subject to agreement with the line manager to escort transport pupils to and from activities.
- 4. To maintain good and appropriate links and communication with other supporting professionals as required by the line manager.**
- To support transition process to college making visits to schools as appropriate

The college reserves the right to amend the job description to reflect changes in the duties of the post, commensurate with the grade of the post.

## PERSON SPECIFICATION

It is **essential** that the post holder has:

	<b>Essential criteria</b>	<b>How assessed</b>
1	Sound knowledge of autism spectrum conditions and off their impact of a SC on thinking and learning	Application form an interview
2	5A to C grade GCSE's including mass in English	Application form
3	A specialist Autism qualification at level 4 or above, ideally a degree or willing to work towards.	Application form
4	Relevant and recent experience of supporting the learning of young people with ASC at key stage three and above	Application form
5	Outstanding organisational skills and the ability to prioritise and delegate tasks and manage conflicting personal and team demands	Interview
6	The ability to lead a small team and to provide day to day supervision and support to colleagues in the team as well as to undertake annual performance management	Interview
7	Outstanding communication skills both oral written and the ability to communicate effectively with students and staff	Interview an application form
8	Proven ability to influence and promote good practise including establishing positive work relationships, providing advice, modelling good practice and challenging and empowering staff.	Interview
9	A solution focused attitude that promotes initiative creativity and innovative approaches	Interview

It is **desirable** that the post holder has:

	<b>Desirable Criteria</b>	<b>How Assessed</b>
1	Familiarity with post 16 curriculum and experience working with children with ASC in a FE setting	Application form an interview
2	Experience leading a team	Application form an interview
3	Experience of providing advisory support and training delivery	Application form an interview
4	Recent and relevant specialist training in autism or communication and interaction	Application form an interview
5	Willingness to obtain an AET, CET, DET qualification to enable the ability to observe and provide feedback to teachers in the classroom.	Application form an interview

These details are for broad information only and must not be taken as a complete or authoritative statement. They do not constitute a full contract of employment.

**SAFEGUARDING AND PREVENT** - Abingdon & Witney College is committed to:

- ensuring the well-being of all young people and vulnerable adults in its care
- ensuring all students, staff and stakeholders are aware of the need to prevent people from being drawn into terrorism

**EQUAL OPPORTUNITIES** - Abingdon & Witney College aims to be an equal opportunity employer. We are committed to the policy that staff recruitment shall be carried out in accordance with equal opportunities practice and legislation and that appointments shall be made only on the basis of job- related criteria.



**Abingdon and Witney College is committed to good practice in employing people with disabilities. To this end the College will:**

- Interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities.
- Ask disabled employees at least once a year what can be done to be sure that they can develop and use their abilities at work.
- Make every effort when employees become disabled to make sure they stay in employment.
- Make sure key employees develop the awareness of disability needed to make this commitment work.
- Review these commitments annually.