



JOB DESCRIPTION and PERSON SPECIFICATION

Auticulate Team Leader

written: February 2021

Please note that this is not an exhaustive document and may change dependent on the needs of the organisation. In such an event, any changes will be discussed with employees.

JOB DESCRIPTION

Job Title: Auticulate Team Leader (term time only)

Job Purpose: Auticulate is a social interaction group for children and young people aged between 8-16 in mainstream schools with a diagnosis of autism and/or ADHD. The main aim is to support members to develop and practice social communication and life skills through a programme of education, discussion, role play, peer mentoring and real-life practice.

The main purpose of the role is:

- To plan and deliver a six week programme for primary aged children aged 8 to 11 and a six week programme for secondary aged young people aged 12 to 16 (awaiting or diagnosis of autism and/or ADHD)
- To plan and deliver weekly groups for children and young people who have a diagnosis of autism and/or ADHD, alternate weeks, first week aged 8-11, second week aged 12-16
- To plan and deliver one off holiday events
- To manage a small team of staff and volunteers involved in Auticulate

Main Location: New Hope Community Centre, 95 York Road, Reading, RG1 8DU or online during Covid

Accountable to: Partnerships Manager, Parenting Special Children

Reporting to: **INTERNAL** Colleagues as required (monthly meetings)
EXTERNAL

Responsible for (staff): Autism support workers

Hours per week: Monday (4-7pm) 2 hours session time plus 1 hour prep
Wednesday (4-7pm) 2 hours session time plus 1 hour prep
4 hours administration time = total of 10 hours per week
Paid at 4 hours delivery rate and 6 hours administration rate

Weeks per year: 38, term time only

Length of role: Permanent
Subject to: Completion of a satisfactory probationary period; Funding

Hourly Rate:	£12.50 admin rate; £25 delivery rate
Reviews:	Supervision: As required/requested with a minimum of two formal supervisions annually. Appraisal: Annually <i>During these meetings, Job Descriptions and Person Specifications can be reviewed and amended accordingly according to the changing needs of Parenting Special Children</i>
Training:	Staff will receive full training for their role as part of their induction process. Attend relevant training/events/conferences as agreed with their Manager. Please refer to Parenting Special Children Employee Handbook for details of reimbursement of expenses incurred.
Personal and Professional Development:	Areas identified during Supervision meetings that offer opportunities for Personal and Professional Development will be discussed and acted upon, according to the needs of Parenting Special Children
Additional:	To undertake such other duties as may be reasonably requested by Trustees in order to further the objectives of Parenting Special Children.
Main Tasks and Responsibilities:	To work as part of a team delivering the Auticulate service To manage and supervise all support workers and volunteers involved in delivery To plan, develop and deliver the development of programmes and sessions for the Auticulate service Ensure all support workers and volunteers working for Auticulate have relevant training and adhere to safeguarding guidelines Provide supervision for all support workers working for the Auticulate service Arrange support worker training as required (initial and ongoing) To correspond with parents/carers and families. To adhere to all Parenting Special Children's policies and procedures To work with Parenting Special Children's Partnerships Manager on the strategic development of the Auticulate Service, including liaising with colleagues on funding bids and commissioning To liaise with HR (staff) and Project Co-ordinator (volunteers) on all staff related matters concerning recruitment, retention and contracts Using IT systems and packages, in particular Microsoft Office , CRM reporting tools – Charity Log
Relating to Charity Log (CRM = Customer Relationship Manager)	To manage impact measurement processes, including record keeping, in order to demonstrate the impact of the charity's work (relating to Charity Log), Outcome Star. To work independently and with the Project Co-ordinator as required to prepare reports and updates on key performance indicators and outcome measures for funders, commissioners and Trustees using in house reporting tools (relating to CharityLog) To provide project reports as required (relating to CharityLog)

PERSON SPECIFICATION

Qualifications:	Essential:	<ul style="list-style-type: none">● BEd , PGCE, High Level Teaching Assistant Level or other relevant qualification
	Desirable:	<ul style="list-style-type: none">● Autism Specialism
Experience:	Essential:	<ul style="list-style-type: none">● Working as part of a team and on own initiative● Experience of working with neurodiverse children and young people, particularly autism and ADHD.● Evidence of ability to plan and deliver a programme and play an active role in all aspects of Auticulate in relation to creating and running activities, managing behaviour and providing emotional support to neurodiverse children and young people.
	Desirable:	<ul style="list-style-type: none">● Familiarity with challenges autistic children and young people face, gained through personal contact or experience in a similar working environment● Desire to embrace autism and ADHD and support children and young people as they learn more about what it means to be neurodiverse
Skills:	Essential:	<ul style="list-style-type: none">● Excellent oral communication skills● A willingness to enhance your understanding of autism and ADHD and its impact on young people through attending relevant training or personal study.● Good team player● Adaptable and self motivated and able to motivate team members● Ability to learn quickly about the business and a willingness to learn● Able to operate in a confidential environment● Robust knowledge of safeguarding
	Desirable:	
Personal Qualities and Circumstances:	Essential:	<ul style="list-style-type: none">● Reliable and honest● Confidential● A mature and professional manner● Ability to remain calm under pressure● Awareness of the pressures upon families who have children and young people with special needs
	Desirable:	
Legal Requirements:	Essential:	<ul style="list-style-type: none">● Meet all the requirements of an Enhanced DBS check● Have permission to work in the UK