Job Title: Communication Support Worker

Autism Inclusion Team - Trainer

Grade: G7

Our Vision

We have a clear vision for Staffordshire - an innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy

Our Outcomes

We want everyone in Staffordshire to:

* Have access to more good jobs and share the benefit of economic growth
* Live in thriving and sustainable communities
* Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* Ambitious – We are ambitious for our communities and citizens
* Courageous – We recognise our challenges and are prepared to make courageous decisions
* Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

About the Service

The **Specialist Teaching Support Service** is a centrally based children and young peoples’ service serving Staffordshire.

The Service consists of three teams:

* Deaf / Hearing Inclusion Team
* Vision Inclusion Team
* Autism Inclusion Team (AIT)

**Reporting Relationships**

**Responsible to: Deputy Head Sensory Team (Lead AIT)**

**Responsible for: N/A**

**Key Accountabilities:**

This role is key in ensuring the special educational needs of Autistic Children & Young People are met within an inclusive mainstream environment that promotes curriculum access / inclusion helping them to become independent learners.

Note: The term ‘pupils’ is used in the statements below to refer to ‘autistic’ pupils.

* To provide advice / training regarding autism strategies and their effective implementation in school, home and other settings.
* To design and develop bespoke packages to respond to specific business needs in relation to the promotion and understanding of autism
* To work closely with agencies / other professionals to plan support and deliver training in order to promote inclusion and understanding of autism
* To teach the relevant skills required (which may include individual teaching, support teaching, advisory, preparation of learning materials) ensuring maximum curricular access.
* Through training, ensure the social and emotional needs of the autistic child / young person are appropriately managed by supporting pupils, schools / settings and parents / carers.
* To promote the offer of training and inclusion of autistic children / young people by supporting extra-curricular activities and / or delivery of training (e.g. parents’ groups).
* To promote and build capacity of Autism Inclusion by delivering training to diverse settings and audiences
* To support the Deputy Head Sensory Team (Lead AIT) in the development and delivery of commissioning and traded aspects of the service delivery.
* To work with other agencies to develop strategies for effective collaborative working and training delivery across in order to increase Autism awareness, understanding and promote inclusive practice
* To liaise with Stakeholders and oversee the AIT social media platforms ensuring they are kept up to date and relevant regarding the latest Autism research and opportunities

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

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| **Minimum Criteria for Disability Confident**  **Scheme\*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications/Professional membership**   * Certificate from accredited Autism Awareness training and educated to level 3 equivalent * Educated to GCSE level C grade or equivalent in Maths and English. * Other relevant SEN certificated courses e.g. SENCO qual * Qualification in an ICT related discipline | A/I |
| **employer_small** | **Knowledge and Experience**   * Experience in supporting a child or young person with Autism in either a school /community based setting. * Understanding of the specific problems relating to autistic children and young people. * Specialist knowledge of Autism skills such as those used in TEACCH. * Evidence of continuous professional development within the field. * Experience in delivering training to various stakeholders. * Experience and knowledge of managing social media platforms * Knowledge of essential SEND legislation | A/I |
| **employer_small** | **Skills**   * Effective organisational skills with the ability to plan and meets deadlines * Effective ICT skills * Demonstrable effective verbal and written communication skills with the ability to present to a diverse audience Effective listening skills * Ability to interpret Individual Educational Plans in planning practical approaches for working with pupils. * Effective interpersonal skills with the ability to persuade a diverse audience * Ability to work as part of a team. * Ability to take initiative and work independently * Willingness to work in varied locations across Staffordshire * Willingness to work flexibly and adapt to change * Current driving license and own transport. (Special arrangements can apply for people with disabilities.)   This post is designated as a casual car user. | A/I |

**employer_small** If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting **Liberata Employee Services Team on 01905 947446**

**Shared Services on 01905 947446**