



## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Senior Autism Practitioner</b>
<b>REPORTS TO:</b>	Children's Services Manager
<b>HOURS OF WORK:</b>	20 hours per week <b>Hours will be worked in evening Monday – Friday during school term time and then between Monday – Friday 9.00am-5.00pm during the school holidays.</b>
<b>SALARY &amp; BENEFITS:</b>	<b>Job Grade A2 £12.00 - £13.00 per hour</b> + Workplace Pension + 28 days annual leave per year (including Christmas/New Year closedown) + 1 extra annual leave day on employees birthday if this falls on a usual working day + 1 extra annual leave day if the employee has a child/young person starting nursery/Primary 1/S1 + Staff Health and Wellbeing Programme + Extensive learning and development opportunities
<b>JOB PURPOSE:</b>	Working alongside the Team Leader, Autism Practitioners and volunteers to ensure delivery of high-quality person centred/outcome focused activities in a variety of settings, including 1:1 community support, group activities and school holiday programmes for autistic children and young people aged up to 18 years.

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### **MAIN DUTIES AND TASKS**

#### **Supporting Children, Young People and Families**

1. Build relationships with children and young people and their families to support them to achieve goals and outcomes to encourage the strengths of each individual and allow young people to participate fully in community life, including at home, in education, employment or in community groups.
2. Work directly with children and young people in activity sessions.
3. Supporting Autism Practitioners and volunteers in sessions.



4. Planning and preparing resources, ensuring Practitioners have required resources to deliver sessions, including completion of cash requests.
5. Engage children and young people in both 1:1 and group activities in a supportive, friendly manner.
6. Develop trusting and supportive relationships with parents/carers ensuring open and honest communication at all times.
7. Ensuring planned delivery sessions meet the targets identified by young people and reporting to Children's Services management team.
8. Undertake a range of administrative tasks to support practical work with young people including but not limited to; updating client files, monitoring and updating individual plans and contact logs, reporting on Accidents and Incidents and other regulatory requirements including Child Protection, confirmation of booking spaces.
10. Supporting children, young people and families to visit the centre and to familiarise themselves with the service
11. Support young people with personal care such as toileting and feeding, whilst promoting independence, where required.
12. Work collaboratively with staff and volunteers at PAS and from other organisations.
13. The post holder may be required to travel to other areas out with Perth City as support is delivered in all geographical areas of Perth & Kinross: mileage/travel costs will be provided to and from PAS Centre, New Row, Perth, on such occasions.

### **Training**

1. Senior Autism Practitioners will be required to register with the Scottish Social Services Council (SSSC) and will already hold SVQ3 Health and Social Care (Children and Young People) qualification.
2. Senior Autism Practitioners will be required to attend all relevant training that is appropriate for their job to ensure the best support for the children and families, and to encourage personal development. A staff training calendar is developed annually and there is a range of mandatory training that staff must ensure is completed.
3. Senior Autism Practitioners will attend regular team meetings and regular support and supervision sessions with the Children's Services Manager and will attend organisation wide meetings and training where necessary including full team "away days", to ensure the priorities and values of Perth Autism Support are continuously met.

### **Recording and Reporting**



1. Responsible for the completion of good quality electronic and written records and reports, in line with the organisation's policies and procedures and within timescales given.
2. Inform the Child Protection Officer of any concerns about individual children, young people or families.
3. Contribute to maintaining accurate records of information specifically in relation to outcomes for the young people you are supporting.
4. Respond promptly to communications from PAS which may be via text, phone, calls, emails or our staff intranet (Microsoft Teams).

### **General Responsibilities**

Other duties:

- Ensure safety of clients, volunteers and other staff complies with policy
- Understand and adhere to Perth Autism Support's policies and procedures and promote their application by all staff
- Promote effective communication
- Undertake any other duties as seen as appropriate and as instructed by the Senior Management Team, including fundraising and the promotion of Perth Autism Support Services

### **Personal Development**

- Maintain professional knowledge and competence on both company policies and regulatory standards
- Attend any training courses and updates as deemed necessary by the Senior Management Team

### **Special Conditions**

This post requires the holder to be available at varying times as required by the post. To carry out other duties and responsibilities commensurate with the post and the needs of the organisation, in order to develop and maintain service delivery.

- The post requires the holder to have a clear disclosure check in accordance with the Protecting Vulnerable Group scheme
- Ensure all information of confidential nature is not divulged to third parties

This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list. Perth Autism Support reserves the right to amend this job description from time to time, according to business needs. Any changes will be confirmed in writing.

### **Accessibility**

We value the benefit diversity and inclusion brings and we welcome information on any reasonable adjustments we can make to ensure you can fully participate.



For example, this may include support to complete forms, extra time for an interview, access to this information in different formats, or information sheets detailing the interview/assessment process and general housekeeping.

Please contact [recruitment@perthautismsupport.org.uk](mailto:recruitment@perthautismsupport.org.uk) to discuss.

We are a Disability Confident Leader organisation.

This means that a disabled person who meets the essential criteria for this vacancy will be offered an interview. If you would like your application to be considered under the Disability Confident scheme, then please include in your email/written application –

**‘My application should be considered under the Disability Confident scheme.’**

**If you are making an application via our standard application form, there is a section to highlight this, please ensure you tick this box.**

NB: there may be occasions where it is not practicable or appropriate to interview all disabled people that meet the minimum criteria for the job. For example: in certain recruitment situations such as a high number of applications. In these instances, we may need to limit the overall number of interviews offered to both disabled people and non-disabled people. In these circumstances, we will select the disabled candidates who best meet the minimum criteria for the job, rather than all of those that meet the minimum criteria.



### Senior Autism Practitioner Person Specification

	ESSENTIAL	DESIRABLE
<b>EXPERIENCE</b>	Experience of working with children and/or young people	Experience of children or young people with autism  Experience of leading staff and volunteers within activity groups
<b>SKILLS</b>	Excellent communication skills  Ability relate to children and	Ability to share personal skills – e.g. sports coaching, leading drama, music or arts activities



	<p>young people</p> <p>Ability to reflect on practice</p> <p>Basic IT skills – Microsoft Word/Excel/etc.</p>	<p>Driving license and access to car for work purposes</p>
<p><b>PERSONAL QUALITIES</b></p>	<p>Happy to work flexibly in a small team</p> <p>A belief in inclusion</p> <p>Honest and reliable</p> <p>Commitment to personal development and continuous improvement</p>	<p>Understanding of the impact of disability on children and young people and their families.</p>
<p><b>QUALIFICATIONS</b></p>	<p>SVQ3 Health and Social Care (Children and Young People) or any other recognised SSSC practitioner qualification.</p>	<p>First Aid certificate.</p>