

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT **Children's Services**

POSTHOLDER:

SECTION: Inclusion, Learning, and Achievement

GRADE: APT&C SO2(TTO)

POST DESIGNATION: EAH Senior Autism Outreach Worker

Purpose of Job:

- I. To increase capacity for early, proactive, evidence-based support for children and young people with social communication needs or autism in mainstream schools, delivered primarily through group and cohort-based interventions as part of the Experts at Hand model, working alongside the Experts at Hand Navigator and multi-disciplinary team to ensure schools can identify and respond to need in a timely way.
- II. To provide high quality support to staff in relation to the raising of educational achievement. Improving social/emotional and independence skills of pupils with social communication needs or autism through the provision of specialist knowledge and skills via group-based programmes, within your Experts at Hand cluster.
- III. To promote the awareness of students with social communication needs or autism within schools, supporting them to become neurodivergent friendly settings.
- IV. To prepare and provide person centred appropriate resources to support the inclusion of pupils.
- V. To deliver autism training to staff and parents such as Awareness of Autism and Social Stories.
- VI. To identify a range of imaginative solutions or responses for pupils with social communication needs or autism in order to promote inclusion, attainment and for positive outcomes.
- VII. To provide day-to-day supervision and mentoring to the Autism Outreach Worker(s) within your Experts at Hand cluster, supporting their professional development.

- VIII. To contribute to group and cohort-based strategies that support children with challenging and unpredictable behaviours.

Main Duties:

1. To deliver group-based or cohort-level interventions, including jointly with other specialists in the cluster, in line with Experts at Hand delivery principles.
2. To work with the Experts at Hand Navigator and multi-disciplinary team to review incoming school support requests and determine the most appropriate response.
3. To conduct regular visits to schools within an assigned cluster, building understanding of each school's context and challenges, and identifying emerging need early.
4. To attend regular meetings as part of the Experts at Hand pilot, sharing learning and iterating the offer.
5. To support staff, such as Learning Support Assistants, teachers and SENCOs, in the implementation of group-based learning programmes recommended by the Specialist Teacher or other Experts at Hand specialists within your cluster, promoting strategies to support pupils' communication and independence.
6. To provide structured specialist group sessions such as Social Stories and life skills programmes, as part of the group and cohort-based Experts at Hand offer in your cluster.
7. To run groups in schools to support social communication skills e.g. Social skills groups.
8. To evaluate group-based programmes within your cluster and adjust activities according to pupil responses and needs, in discussion with the team and school staff. (I.e. Social Skills resources that are relevant to groups, targeting individual areas of need).
9. To keep records and write reports on group and cohort-level progress within your cluster, based on careful observation, to support schools' understanding of pupils' needs.
10. To set up, demonstrate and develop, a wide range of agreed learning activities and specialist intervention strategies to staff building their capacity to continue to support children with Autism.
11. To plan input to support cohort-level transitions across key stages within your Experts at Hand cluster.
12. To lead in the delivery of group-based parent programmes.

13. To lead on the delivery of training for small groups of education staff on specific interventions.
14. To provide high quality support and supervision to the outreach workers within your cluster, including participation in recruitment, undertaking induction, mentoring and training.
15. To advise line manager on any issues affecting the Outreach Workers
16. To work with the Expert Cluster lead within your cluster to ensure all interventions are embedded within the National Curriculum/EYFS Framework and staff are supported in this area.
17. To contribute to multi-disciplinary planning and review meetings, including safeguarding meetings and child protection conferences, where these directly concern children referred through Experts at Hand within your cluster
18. To communicate effectively with parents/carers about their children in a supportive manner to facilitate their involvement.
19. To make referrals to other services, to ensure the well-being of the child and support for the family as appropriate (e.g. Children with Disabilities Team, CAMHS, social care and other outside agencies)
20. To create resource packs to support curriculum learning and transitions across key stages within your cluster, including resources for parents to reinforce group-taught strategies at home.
21. To undertake all duties with due regard to the provisions of health and safety regulations and legislation, the Council's Equal Opportunities and Customer Care policies, and the New Technology agreement.
22. To undertake such other duties as are required and are commensurate with the level of responsibility of the post-holder.
23. To promote Greenwich Council's policies on anti-racist practice, social inclusion and equality of opportunity in a manner compatible with the duties of the post ensuring pupils interests, language and cultural backgrounds are considered.
24. To be aware of the council's obligations under relevant Data Protection legislation and the right of individuals about personal data held. To identify any misuse of personal information.
25. To be aware of the Council's Child Protection Procedures and to take all necessary steps to ensure the safety and well-being of children. To attend and contribute to child

protection conferences and core groups (often as the sole Service representative) when needed and contribute to decision making as appropriate.

26. In discharging the duties of the post to have due regard to the provisions of Health and Safety at work.

Designation of the Post to which the Post-Holder normally reports to:
Autism Outreach Teacher