



# Chair of Post-19 Advisory Board

Job Description & Person Specification

**BeyondAutism Post-19**

**November 2023**

Registered Charity No. 1082599  
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[beyondautism.org.uk](https://beyondautism.org.uk)

 **BeyondAutism**

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# About BeyondAutism

We are experts in delivering autism education services from pre-school to 25. BeyondAutism is a non-profit organisation, driving change in the world of autism education to ensure autistic children and young adults access an education which empowers a life full of choice, independence and opportunity. We do this by creating positive educational experiences, training for the professional team around a child, and information, resources and support for families and carers.

## Our services:

We deliver rapid and sustained outcomes in our Early Years' service by working with parents and children together. Empowering parents to feel resilient and confident in meeting the needs of their child leads to aspirational, informed choices creating a positive and successful step into primary education.

Our schools and Post-19 service have a specialist curriculum that ensures sustained success beyond the age of 25, setting children and young adults up with the skills and independence to lead a life of their choosing. Children with an EHCP are up to six times more likely to be excluded for a fixed period or permanently than pupils with no special educational needs.<sup>1</sup> The majority of these pupils will have autism alongside other communication and learning difficulties.

We're activating networks and building local capacity with our solution focused Outreach team; and our unique Fast Responder service is working at the point of crisis to change the national picture and reduce school placement breakdown.

## Our values

At BeyondAutism we are:

### Dedicated to delivering excellence

Developing expertise, outstanding services and positive engagement, always seeking to go above and beyond expectations.

### Committed to Behaviour Analysis, underpinned by the science of Applied Behaviour Analysis and Verbal Behaviour

Contributing to research and ensuring our staff continually develop and share best practice that ensure aspirational outcomes are achieved for autistic individuals.

### Respectful

Embracing diversity, showing integrity, acting with compassion and always treating people with dignity.

### Proud to challenge

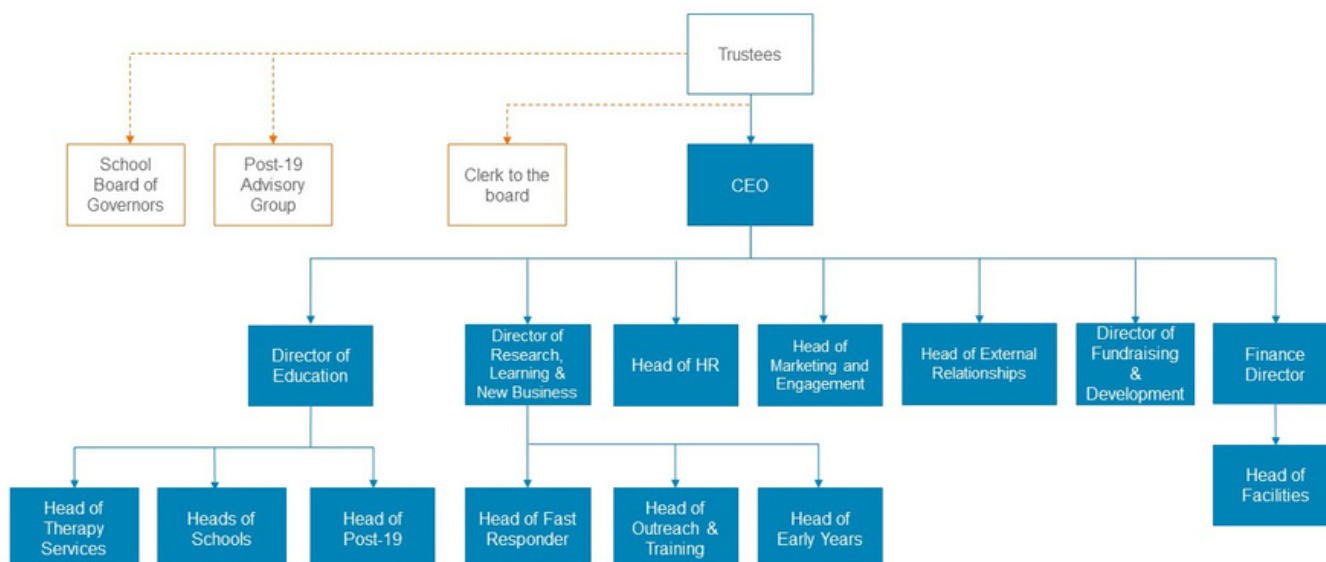
Listening, changing thinking, shifting attitudes and educating.

## Job overview

- We are seeking an experienced individual to Chair the Post-19 Advisory Board, responsible for providing oversight to the three Post-19 hubs, performing the role of 'critical friend' in as constructive a manner as possible.
- We are keen to hear from individuals with expertise in education, in-depth knowledge of the adult care sector and experience at a senior leadership level in service delivery.
- You will support our service in preparing students to live a life of choice and opportunity and to nurture confidence, independence and self-belief.



# Our governance structure



## Board of Trustees

BeyondAutism is governed by a Board of Trustees consisting of individuals who contribute a wide range of expertise and experience to the charity. The Board meet four times a year and are responsible for strategic development and ensuring the smooth running of the charity.

## Senior Management Team

The day to day running of the charity is delegated by the Board of Trustees to the Chief Executive Officer (CEO), who is supported by the Senior Management Team in the delivery of our 5 year strategy.

## BeyondAutism School's Governing Body

The Governing Body is a sub-committee of the BeyondAutism Board and has responsibility for the governance of the schools, reporting to the Trustees.

## Post-19 Advisory Board

The Advisory Board is a sub-committee of the BeyondAutism Board and exists as part of the governance of the Post-19 provision, monitoring quality and compliance in the pursuance of positive and aspirational outcomes for our learners.



# The Advisory Board

The Terms of Reference of the Post-19 Advisory Board state that the Board will usually include 9 members. Board members will serve for a period of 4 years and we try to ensure that the periods of office are staggered so that no more than one third of the Advisory Board are up for re-election/appointment at any one time.

The Advisory Board may elect to appoint the following roles:

- Chair (Appointed by the Board of Trustees)
- Local Authority Adult Services Commissioner
- Adult Social Care Officer
- Representative from a Housing/Supported Living organisation
- Community member
- Student representative

## Meeting

The Advisory Board meets once a term. Meetings last for two hours typically and have traditionally been held from 3.30pm – 5.30pm on a working day. Meetings are supported by the Post-19 Administrator.



# About the role

- Post-19 is an educational service for adults with autism aged 19-25 with three service hubs based in Hammersmith and Wandsworth. The service focuses on developing student's functional communication and language acquisition as well as preparing them for adulthood.
- The Chair works with the Post-19 Advisory Board (P19-AB) to ensure that the Post-19 service delivers on its objective of providing person-centred programmes to students which prepares them for adulthood.
- The P19-AB is made up of nine members to support, challenge and advise the service leadership. The P19-AB is a sub-committee of the main Trust Board.
- The P19-AB meet at least termly to review and sign off policies and procedures, review data collection and compile termly reports for the Trustees.
- The Chair and P19-AB support and challenge the service leadership to develop a curriculum that provides the skills required for independent or supported living, training and employment, health and wellbeing and community participation.
- Ultimately the Chair and P19-AB ensure that the service is designed to provide just enough support to prepare students for their lives after education and enable them to have choice and control over where and how they live, what they do and with whom.

## Main duties and responsibilities

- The Chair will ensure that the P19-AB focuses on providing strategic overview rather than becoming involved in detailed operational matters of the Post-19 service.
- The Chair will ensure, with the Head of Post-19, that the service complies with all safeguarding legislation and guidance relevant to working with vulnerable adults and have in place appropriate Safeguarding policies and procedures.
- With support from the Clerk to Trustees, ensure that the meetings of the P19-AB are well planned with papers circulated one week before meetings. The Chair will also ensure that the meetings are minuted and actions followed through.
- The main purposes of the board include:
  - Receive reports from members of staff about any matters relating to the terms of reference.
  - Review the Post-19 Self-Assessment Report and Quality Improvement Plan and make recommendations to the Trustees.
  - Review and monitor curriculum planning and policies to ensure relevance, breadth, balance, and statutory compliance.
  - Review and monitor the safeguarding of vulnerable adults, including Mental Capacity Act (MCA) assessments and duties under the Liberty Protection Safeguards (LPS).
  - Review students' progress across all aspects of learning, including destinations, all assessment processes, and a range of other measures of progress on an individual and cohort basis.
  - Review the terms of reference annually and recommend variations, if necessary, to the Trustees.
- The Chair will work with the P19-AB to provide guidance and direction to the Head of Post-19 to help guarantee the delivery of student programmes to prepare individual's for adulthood. The Chair is supported by P19-AB members who have expertise in Housing/ Supported Living, Adult Social Care, Employability and Community Partnerships.
- The Chair will provide support and guidance to the development of the service including expansion to meet new needs.
- The Chair will be responsible for writing termly reports to the Board of Trustees and respond to any requests for further information.

## Person specification

Ideally candidates will have:

- Experience of adult special needs provision
- A background in adult social care, community support or employment
- Experience of board governance
- An interest in the wider remit of BeyondAutism
- Ability to devote a minimum of six days per annum to the role of Chair and able to attend meetings during the working day at one of the Post-19 hubs which are located in Wandsworth and Hammersmith.

<b>RENUMERATION:</b>	This is an unpaid role, however all reasonable out-of-pocket expenses will be reimbursed.
<b>LENGTH OF TERM:</b>	4-years
<b>HOURS:</b>	Attendance at four Post-19 Advisory Board Meetings per annum, and additional time to visit the service and meet with the Head of Post-19 and other service leaders as required. Meetings are held during the working day with at least two being in person. The Chair of The Post-19 Advisory Board also attends Trustee meetings and meets with the Chair of Trustees as required.
<b>ACCOUNTABLE TO:</b>	Chair of Trustees
<b>HOW TO APPLY:</b>	<p>If you're interested in applying for the role, please send your CV and covering letter to <a href="mailto:recruitment@beyondautism.org.uk">recruitment@beyondautism.org.uk</a>.</p> <p>Your cover letter should include:</p> <ul style="list-style-type: none"> <li>• Why you are interested in applying for this role</li> <li>• How your skills/experience meet the requirements of the person specification</li> </ul> <p><b>If selected for interview you will be required to fill out a full application form for safer recruitment purposes.</b></p>

If you would like to know more or ask a question please email [recruitment@beyondautism.org.uk](mailto:recruitment@beyondautism.org.uk).

BeyondAutism is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of ethnicity, religion, sex, sexual orientation, age, marital status, disability or gender identity.

BeyondAutism is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced disclosure will be conducted for the successful applicant.

