

DWP Bid Unique Identifier

KSB9118F94 (BeyondAutism)

Job Placement title

Educational Pathway Trainee (School based)

### Job Placement summary

The Education Pathway Trainee will develop key skills in a range of duties connected to the teaching and learning of our pupils, working in an organisation that promotes, maintains and improves education and training for people diagnosed with autism and/or other autistic and related communication disorders.

The Education Pathway Trainee will work within the teaching team and will be assigned a role mentor and coach.

#### Key responsibilities

- To assist teachers in making resources
- To support teachers in taught lessons
- To prepare the teaching environment
- To use a range of multimedia resources to evidence learning
- To liaise with colleagues to understand pupils needs
- Engage positively with a range of stakeholders
- To learn about record keeping and planning
- To learn about the importance of safeguarding in an educational setting
- To support teachers and tutors in administration.

# **KICKSTART SCHEME**

Essential skills, experience and qualifications

Qualifications	GCSEs Grade 4 and above in English and Maths
Experience	Not required, but enthusiasm to make the most of the placement is a must.
Interest in developing these skills	Working in a team Working with people Education and learning Creative thinking
Personal qualities	Able to develop good working relationships in a team Professional attitude Able to follow instructions Open and honest approach. A commitment to safeguarding and promoting the welfare of children and young adults.

Job category (DWP use only)

Number of hours per week

Working pattern and contracted hours (including any shift patterns)

Hourly rate of pay

Details of employability support (training opportunities/mentor)

The Educational Pathway Trainee will develop key vocational skills:

- Time keeping
- Personal presentation
- Creative thinking
- Multimedia and ICT
- Meeting deadlines
- Record keeping
- Teamwork
- Organisation skills
- Attention to detail
- Problem solving skills
- Interpersonal and communication skills

Training in these vocational skills will be a mixed of blended learning (on-the-job, vocational skills development workshops delivered every two weeks, feedback from line manager and mentor/ coach). Use will also be made of online learning programmes.

This role will be supported by a job mentor and coach to ensure that the Trainee is successful in role, develops their CV and is supported to search for permanent roles.

Full induction training will be given including, not limited to: Safeguarding, Fire Awareness, Manual Lifting and Handling and Fire Evacuation Procedures.

Company name

**BeyondAutism**

Closing date for applications

**15<sup>th</sup> January 2021** (Tranche 1 of placements from February to July) and **28<sup>th</sup> May 2021** (2<sup>nd</sup> tranche of placements from July to Dec 2021)

Using the table on the next page please provide details for each Job Placement by location.

Employer Job Placement reference (where applicable)	Job Placement location and address (including post code)	Contact details for the Job Placement Name Email address Telephone	How to apply for the Job Placement	Number of Job Placements at location	Maximum number of referrals per Job Placement	Is public transport available? Yes/ No/ Don't know	Anticipated start date/s (if known)
KSB9118F94	BeyondAutism 48 North Side Wandsworth Common, London SW18 2SL	Ian Hunter HR Director <a href="mailto:ianhunter@beyondautism.org.uk">ianhunter@beyondautism.org.uk</a> 07771785 795	By email to <a href="mailto:kickstart@beyondautism.org.uk">kickstart@beyondautism.org.uk</a>  Stating which role the applicant wishes to be considered for.	Up to 5 in each tranche	5	Yes	By end of January 2021 for tranche 1 and end of May 2021 for tranche 2.
KSB9118F94	BeyondAutism 520 Garratt Ln, Earlsfield, London SW17 0NY	Ian Hunter HR Director <a href="mailto:ianhunter@beyondautism.org.uk">ianhunter@beyondautism.org.uk</a> 07771785 795	By email to <a href="mailto:kickstart@beyondautism.org.uk">kickstart@beyondautism.org.uk</a>  Stating which role the applicant wishes to be considered for.	Up to 5 in each tranche	5	Yes	By end of January 2021 for tranche 1 and end of May 2021 for tranche 2