

Redefining
what's
possible.

Application Pack

Employer Engagement Officer



Recruitment to the post of:

Deputy Headteacher

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Letter from the CEO

Dear Applicant,

Thank you for your interest in the post of Employer Engagement Officer at Remarkable Autism Ltd. For over 50 years Remarkable Autism Ltd (formerly known as Wargrave House Ltd) has grown into one of the country's leading providers of services for autistic children and young people. Remarkable Autism Ltd supports over 100 autistic children, young people and their families and carers, through the specialist educational and therapeutic services that are offered. Over 120 staff are employed in services extending across the North West, from Merseyside to Greater Manchester, Lancashire, Cheshire and North Wales, supporting autistic children and young people to lead happy and fulfilled lives.

As a prominent provider of educational and therapeutic services to children and young people with autism, you will work with the Senior Leadership Team to provide a sector-leading service to our people to take forward our ambitious strategy.

In return, we can offer an excellent remuneration package as well as the opportunity to make a difference to the lives of the people we support.

Best Wishes



Robin Bush

Chief Executive Officer

In our words...

Carl – Head Teacher

Working in a school for autism is fulfilling because it allows you to make a positive impact on the lives of autistic children. You will have the pleasure of witnessing their growth, celebrate their achievements, and support their unique learning needs. Through collaboration with dedicated professionals, you will contribute to creating an inclusive and nurturing environment where these students can thrive, ensuring their access to education and opportunities for a brighter future.

Susie – Head of Therapy Services

Sundial Therapy aim to facilitate the achievement of significant and sustainable progress towards independence for autistic individuals, through integrated and targeted direct therapy. We are a dynamic and innovative therapy service and encourage personal and professional development across the whole team. We also benefit from a multi-professional approach to working, which all ensures we are providing the best quality service for autistic individuals and those around them.

Gary – Deputy CEO

Business Resources aim to achieve external recognition as the leading provider of innovative and effective business services, by developing modern and flexible environments that add value to the delivery of Remarkable services through the effective and sustainable use of resources. We shape and support a diverse and equitable culture, enabling the development of shared achievement, progress and a sense of belonging.

Julliet – Head of Adult Services

At Ascent College we are looking for individuals who are creative, proactive and proficient in upskilling autistic adults, we are not your 'off the shelf' everyday college. We offer a bespoke experiential learning environment where no one day is the same. We support life and employability skills alongside offering a range of educational/supported living pathways to autistic young people 16 -25.

At Ascent College we strive to improve quality of life, increase independence, break down barriers to employment and reduce social isolation. We work at the heart of the community – creating long-lasting and real change through education and community partnership.

Application process

To apply, please submit an application form and a supporting statement to:

recruitment@remarkable-autism.org

Please ensure that your application details include;

- your current salary (remuneration),
- notice period

Closing date for applications: Sunday 26th November 2023 – 11:59 pm

If you have any questions about the process, then please email us at:

recruitment@remarkable-autism.org

To have an informal conversation about the role, please contact Julliet Doherty, our Head of Adult Services, on 01925 224 899

Our background

Founded by Bessie Berman in 1971, Remarkable Autism Ltd is a charity which is comprised of Wargrave House School, a non-maintained special school providing education for children and young people aged 5-18 years, Ascent Autism Specialist College which is an independent specialist college for young people aged 16-25 years and Sundial Therapy which consists of a team of assessment and therapy specialists supporting people of any age with Autism.

Our ethos

We recognise that all our children and young people have very special needs. Compassion, tolerance, respect and positive intervention will lead to effective learning experiences.

Our supportive environment is underpinned by the ethos agreed by everyone at Remarkable. To facilitate this cohesion and to ensure effective participation, much group discussion and consultation is fostered.

All staff meet regularly in a variety of meetings, as communication is key.

We aim to establish a sense of community and care so that staff and students can experience the benefits of being accepted and contribute towards the wider society.

We provide an environment that is educational, homely, and of a high quality to engender a sense of self-worth in all who come here.

Our vision, mission and values

What is our vision?

A world where autistic people lead happy and fulfilled lives

What is our mission?

We support and educate autistic people throughout their lives and redefine what is possible by providing innovative and transformative services

What are our Values?



We are Creative

We redefine what is possible every day, pushing boundaries and always striving to do things differently and better.



We are Aspirational

We respond with compassion, energy and adaptability, always learning and always focused on creating a legacy of lasting happiness



We are Resilient

We keep our promises and are not afraid to stand up and be counted, honestly, openly, and always with pride.



We are Respectful

We know how important it is to get things right and recognise the views of others. Consistency, kindness and integrity are at the heart of everything we do.

Organisational structure



Job description

Employer Engagement Officer

Main Purpose of the Post

- To carry out the professional duties of an Employer Engagement Officer upholding the aims, ethos and philosophy of the company established by the CEO (Chief Executive Officer).
- To adhere to all policies as validated by the CEO, Head of Adult Services, Governing Body and Trustees.
- To be responsible for the organisation and delivery of engaging and high-quality events for Ascent College as part of the Remarkable group
- Increase student and staff contact with employers helps to raise the profile of the importance of aspirational career choices for students and parents/carers.

General Responsibilities

- Under the direction of Head of Adult Services and CEIAG lead,
- Event management - developing workshops, open evening/day events, parent events, outreach, attending recruitment events such as community activities, employment fairs and FE/HE fairs.
- Social Media/Marketing - managing support staff and students marketing activities
- Build effective relationships with key college/business/social care contacts and delivery partners to maximise promotional opportunities and build essential links with the colleges.
- Coordinate the delivery of an effective college events calendar (from open days to careers events and workshops) organising diary dates, supporting the planning of engaging presentations/workshops, ensuring appropriate staffing, preparing resources, collating event materials, etc.
- Support event sessions internally, as appropriate/required, to support students' skills development, and broader college experience
- Through collaborative working with the Cosy Corner Café staff and students support the pathway for event/hospitality career aspirations and enhance confident young adults with high levels of perseverance, proficiency, and integrity;
- Play a lead role in the development and promotion of college recruitment events for different age groups, for example, Year 11/14 tasters, New Student Days, Open Days, etc. and take responsibility for the effective communication and recruitment to these events via the College social media accounts
- Review, monitor and evaluate on a regular basis the effectiveness of the college engagement delivery.
- Promoting an enterprise culture that creates close working partnerships with business and wider partners
- To support the Head of Adult Services and CEIAG Lead in the development of student's employability outcomes
- To manage email, telephone, and face to face enquiries from students, recent and employers about the work experience opportunities.
- In addition to the above areas of responsibility the position required to undertake any other reasonable duties relating to the broad scope of the position.

Job description (continued)

Specific Duties and Responsibilities

- Support for the CEIAG Lead to plan, organise, and deliver a programme of bespoke careers/employability support, including activities and events which will enable students to build their experiential opportunities in the workplace, improve soft skills and employability knowledge and understanding, and demonstrate professional skills more effectively to potential employers. Activities could include, but are not limited to, workshops, networking events, open days, coffee mornings and/or student consultancy projects.
- To oversee the coordination of the work experience opportunities and link to accredited learning pathways with teachers/CEIAG Lead
- Build and maintain excellent professional relationships with key internal and external stakeholders including lead for CEIAG, students, employers, and alumni, to ensure that employer-led activities are responsive to student requirements.
- To work within the Head of adult services and GEIAG Lead to provide a professional and responsive employment and placement service to students, schools/colleges and employers.
- To facilitate the day-to-day activities of the students following employability pathways in line with the Remarkable Vision, Mission, and Values.
- To oversee student work aspirations and liaise with the CEIAG Lead to find appropriate placements; coordinating employer events across college sites; using a range of IT for information, data processing and marketing purposes.
- To build work placement opportunities to allow job carving/job opportunities for students by offering a consultative approach to businesses, account managing relationships with employers and supporting their recruitment activities for placement/work experience.
- To oversee internal placements in the Cosy Corner Café, Print Shop, Community Garden, Community café, animal centre etc (This list is not exhaustive)
- To attend external employment fairs and events to generate appropriate employer engagement and promote Ascent College to support the growing diversity of opportunities for employers offered through our curriculum pathways.
- To support the Head of Adult Services and CEIAG Lead in any activities required
- To work closely in collaboration with the Ascent admissions officer plus other schools/colleges to support student applications, transitions, and placements at college.

Events

- To support employer engagement activities in collaboration with the Head of Adult Services and CEIAG Lead including delivering and publicising a calendar of events that support the objectives and promotion work experience placement and employability opportunities to students and follow up with employers to source outcome of events (e.g., Student opportunities undertaken) and take on board any suggestions made for future events.
- To attend employer and student events to successfully generate business leads and student interest. This will involve attendance at networking events and exhibitions both internally and externally.
- To ensure activities meet with requirements of legislation including Data Protection, Employment and Health and Safety Legislation.
- To assist in the promotion of Ascent College at both internal and external events e.g., college Open Days, coffee mornings, etc.
- To promote work experience internal and external to students, parents, and stakeholders

Job description (continued)

Employer Engagement

- To proactively source suitable job opportunities for students.
- To build and liaise with businesses to explain the structure and operation of the various student placement opportunities available within the student body at Ascent College.
- To work closely with the Head of Adult Services and CEIAG Lead in maintaining contact and account management of relationships with local, and national employers
- To work in collaboration with the CEIAG Lead to ensure student placement/ work experience opportunities are developed to support the colleges curriculum/placement requirements within key industries/sector.
- To work in collaboration with schools/sixth forms across the Northwest to generate future students and coordinate employer engagement in relations to Fairs and Events.
- To manage communication channels to employers via our external / internal and social media channels such as an 'employer newsletter' to keep them abreast of any events, fairs, or engagement opportunities available.
- To maintain the employment database with details of prospective placements and opportunities. Ensuring the database is kept up to date and in line with GDPR and generating appropriate management reports for the Head of Adult Services
- Enterprise and Alumni Engagement
- To initiate and build relationships with a range of employers both SME's, Larger corporations, local and national and work collaboratively with stakeholders for the purposes of sourcing work placement opportunities and job opportunities for students to support EHCP (Education, Health and Care Plan) outcome requirements.

Common Responsibilities

- Be aware of and comply with policies and procedures relating to safeguarding, health and safety, security confidentiality and data protection, reporting all concerns to an appropriate person. NB. Failure by a member of staff to report actual or reasonably suspected physical, sexual, or emotional abuse or neglect of a child or vulnerable adult is a disciplinary offence.
- Ensure all students have equal access to opportunities to learn and develop.
- Attending staff meetings, parents' evenings/workshops and planned after college events as required.
- Contribute to the overall aims, ethos, and work of Remarkable Autism.
- Use specialist knowledge, skill, experience, and training to act as a mentor to others, providing appropriate guidance and supervision as appropriate.
- Appreciate the role of support and work with other professionals e.g., Therapists.
- Maintain continuity and consistency and ensure good communication by attending relevant meetings e.g., behaviour support meetings, staff meetings, parents' evenings, and annual reviews, some of which will take place out of school hours.
- Set a good example in terms of dress, punctuality, and attendance.
- Participate in training, including INSET days, external courses, and conferences to keep abreast with current trends and ensure continued professional development.
- Accompany students on visits, trips and out-of-college activities as required, which will necessitate one-to-one supervision.
- Use positive behaviour management strategies (PROACTSCIPrUK) emphasising team building, personal safety, communication, and verbal and non-verbal de-escalation techniques for dealing with challenging behaviour reducing the need for physical intervention.
- In accordance with the training received, use positive handling techniques to resolve conflicts in ways that are safe, and which provide opportunities for repair and reflection for everyone involved.
- Following training carry out the administration and witnessing of student medication.
- Carry out specific tasks as required by the CEO, Deputy CEO and/or Head of Adult Services.

Job description(continued)

It is a requirement upon all staff to report (to the designated Safeguarding Lead, Chief Executive, Head Teacher, or the Governing Body, or other approved inspectorate with which the service has an agreement for inspection under the Children Act 1989, or to the local social services authority or to the police) any concerns they may have about practices in the service, or the behaviour of colleagues, which they consider likely to put at risk of abuse or other serious harm. Staff have a duty to prevent vulnerable students/learners or colleagues from being drawn into terrorism and are required to report any concerns following the Company's Safeguarding Prevent procedures.

Remarkable Autism Limited provides a guarantee that the procedures will be invoked in ways that do not prejudice any whistle blower's own position and prospects if they have reported an allegation or concern in good faith.

It is now a requirement that your job description makes it clear that failure by a member of staff to report actual or reasonably suspected physical, sexual, or emotional abuse or neglect of a student is a disciplinary offence.

Additional information

The work at Remarkable Autism for those working directly with the service users can on occasion be physically demanding and employees must be able to undertake in full the requirements of the job and requisite training.

For the safety of staff and the service users, training will be provided to assist employees to carry out their role, specifically PROACTSCIPrUK, Moving & Handling, First Aid and Health & Safety training (this provides staff with the skills to carry out the sometimes-necessary holds in a reasonable and proportionate manner. Employees will be required to fully participate in all training.

Having a disabling condition does not preclude you from working for Remarkable Autism. However, you should make Remarkable Autism aware of any adaptations required to enable you to undertake the work.

Confidentiality

Maintain confidentiality for all areas of Remarkable Autism Limited, its staff and its work. The nature of the work within the service entrusts people with confidential information about the students, their families, and staff. Any breach of this confidentiality will constitute gross misconduct.

Note: This job description reflects the present requirement of the post. As duties and responsibilities change and develop, the job description will be reviewed and subject to amendment.

Remarkable Autism Limited operates a safe recruitment process. Appointment to the post will be subject to suitable references and an enhanced Disclosure Barring Service check. Remarkable Autism Limited is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person specification

Employment Engagement Officer

You should be able to demonstrate that you meet the following criteria:

E = Essential D = Desirable

Qualifications		
DESCRIPTION		Evidence
GCSE Grade C/4 or above in English Language and Mathematics (or equivalent qualification such as Level 2 numeracy and literacy)	E	Application form (proof of qualifications to be provided at interview)
Qualification / Certificate in Careers Leadership (Level 6) or equivalent or committed to completing in the specified timeframe	E	
Additional training in autism (e.g., Rebound Therapy; TEACCH ;)	D	
Recognised accredited qualification in autism e.g., ELKLAN or other appropriate qualification e.g., CACHE	E	
Level 2 or equivalent in Digital Marketing	E	
Driving Licence with use of own vehicle	E	

Experience		
DESCRIPTION		Evidence
Minimum of 5 years' experience of working with Children or young adults in a SEN setting in a front facing role within an educational setting	E	Application Interview References
Experience of working in a multi-disciplinary team Minimum of 3 years' experience supporting young autistic adults	E	
Minimum of 3 years' experience supporting young autistic adults	E	
Experience of working in a multi-disciplinary team	E	
Planning, preparation and delivery of learning activities	E	

Person specification (continued)

Experience continued		
DESCRIPTION		Evidence
Assessment and recording progress	E	Application Interview References
Substantial experience and known track record in successfully building relationships with employers and creating employment opportunities and work experience for those furthest away from the labour market	E	
Planning, preparation and management of internal and external events	E	
Experience with managing different workstreams and activities, achieving individual set targets for engagement and employment outcomes and supporting colleagues to achieve overall project targets.	E	
Demonstrable experience in developing and implementing strategies to enhance employee/student engagement, satisfaction, and wellbeing	E	
Awareness of Matrix standards / Gatsby benchmarks / compass carer tool / CEC (Careers and Enterprise Company) and ability to implement quality assurance measures and ability to implement quality assurance measures.	E	
Experience of developing and giving presentations or pitches to potential employers and business leaders on the benefits of lived experience employees.	E	
Experience in planning, coordinating, and overseeing programs or initiatives related to student engagement or wellbeing.	E	

Knowledge		
DESCRIPTION		Evidence
Robust knowledge of the Post-16 and Adult Core Curriculum and RARPA (Recognising and Recording Progress and Achievement) ** and/or of the National Curriculum and assessment**	E	Application Interview
Understanding how curriculum and class-based sessions are crafted to provide students with individualised learning opportunities	E	
Positive intervention strategies to address challenging behaviours	E	
How to support planning, preparation and delivery of learning activities	E	
Strategies for supporting autistic children or young people	E	
Knowledge of commitment to safeguarding practices and policies, and ability to promote safeguarding of vulnerable participants and colleagues.	E	
Knowledge of employee engagement strategies, practices, and principles to foster a positive work and learning environment.	E	

Person specification (continued)

Knowledge continued		
DESCRIPTION		Evidence
Demonstrable experience of leading the planning and delivery of programmes or projects with employment partners.	E	Application Interview References
A demonstrable understanding of Post 16 educational provision culture and the challenges faced by Post 16 specialist provisions in delivering careers, education Information advice and guidance.	E	
A demonstrable understanding of the post-16 learning and careers support landscape including Pre-Internships, Supported Internships, volunteering, supported and paid employment as well as opportunities within apprenticeships and HE	E	
An understanding of autism and the issues and barriers to employment faced by autistic young people.	E	
Excellence in day-to day contribution and reliability	E	
Ability to motivate and inspire others	E	
The ability to effectively support students with challenging behaviours	E	
Ability to set and work to deadlines	E	
Willingness to lead and take part in extra-curricular activities	E	
Ability to use a total communication approach	E	
Ability to communicate effectively and accurately orally and in written form	E	
Good organisational skills, time management and execution of tasks	E	
Strong IT skills including proven experience of using Word, Excel, and Outlook in a similar work environment. Ability to work flexibly and collaboratively with other staff, volunteers, peers, managers and partners, to set and deliver goals and to resolve conflicts of interest professionally. Networking skills	E	
Ability to focus all stakeholder teams (education, community, employers) efforts on programmes and activities that are most effective in motivating autistic young people, supporting independent choice, and supporting positive outcomes for autistic young people.	E	

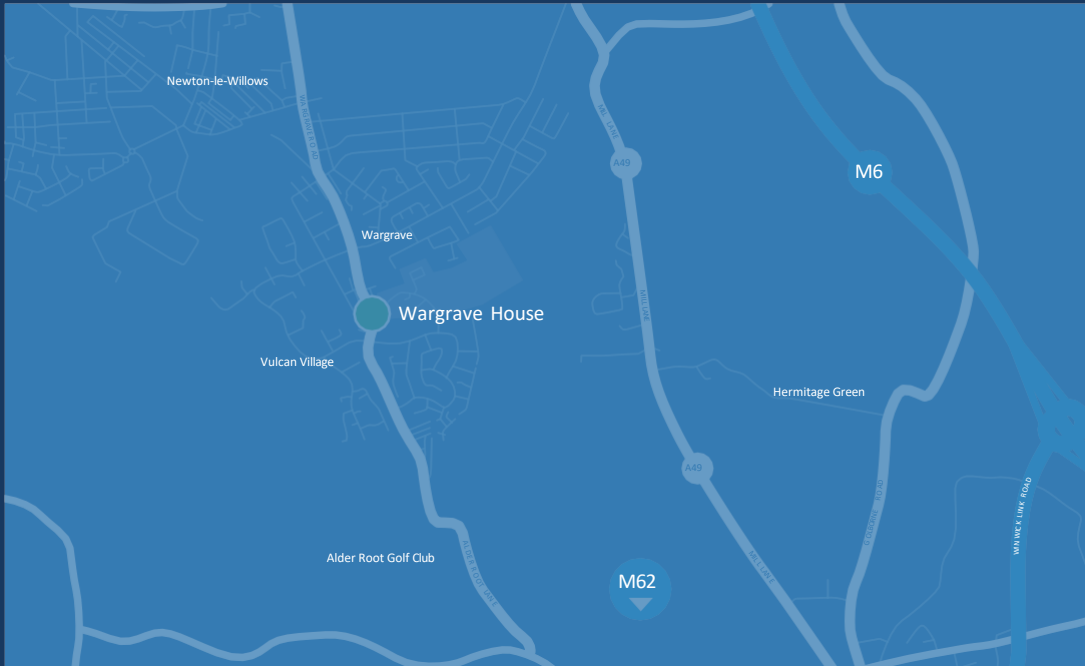
Person specification (continued)

Personal Qualities & Attributes		
DESCRIPTION		Evidence
A genuine passion for supporting our autistic young people, coupled with a commitment to their personal and academic growth.	E	Application Interview References
The ability to remain composed and effective in challenging situations, showing resilience and adaptability.	E	
Serving as a positive role model for students, fostering motivation and enthusiasm within the college community.	E	
To be prepared to undertake training requirements of the position	E	
Supportive, positive and non-judgemental attitude	E	
Commitment to safeguarding and promoting the welfare of vulnerable children/young adults	E	
Commitment to personal and professional development	E	
Ability to be flexible and work between sites and across sites if required	E	
Commitment to a high level of student achievement and to continuous quality improvement	E	
A strong sense of ethics and integrity, maintaining confidentiality and promoting a safe, inclusive, and respectful atmosphere.	E	
An excellent team player	E	
Ability to work under pressure and meet deadlines	E	
Flexible and very responsive in approach to teaching styles and methods	E	
Sensitivity, diplomacy and tact	E	
Commitment to actively promoting the policies and procedures of the college	E	
Self-motivated self-starter	E	
A willingness to adapt to the ever-changing needs and challenges within a college environment; being flexible and responsive in approach to teaching styles and methods	E	

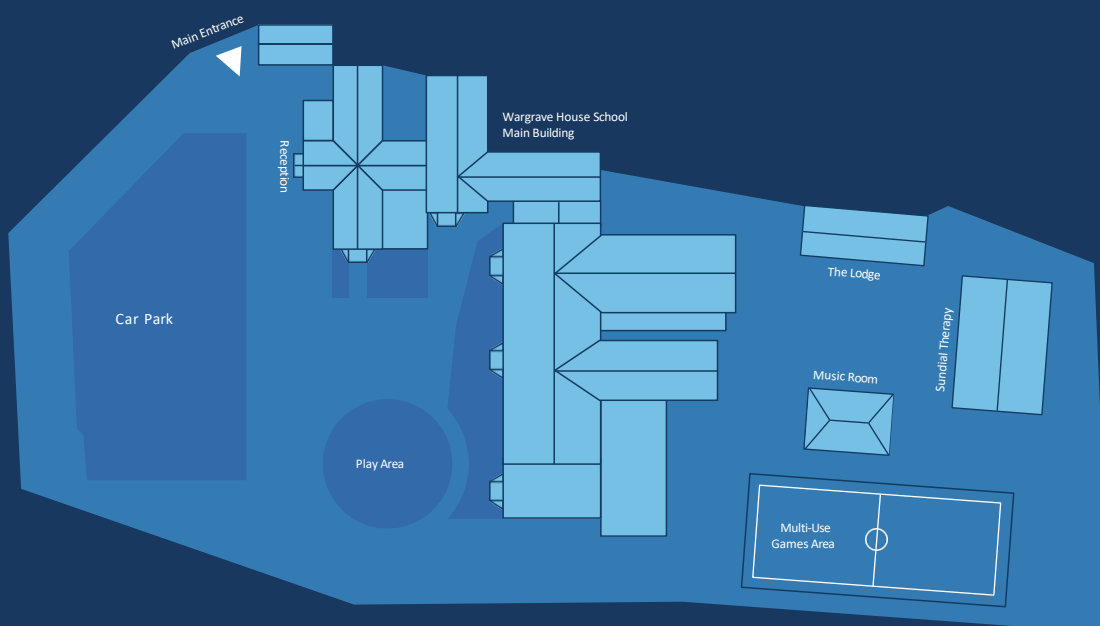
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How to find us

Directions to Wargrave House



Site Map



Redefining
what's
possible.

Remarkable
449 Wargrave Road
Newton-Le-Willows
Merseyside
WA12 8RS

01925 224 899

recruitment@remarkable-autism.org

www.remarkable-autism.org