

JOB DESCRIPTION

ABA CONSULTANT

Reports to	Deputy Director of Support Services
Responsible for:	Team Leaders
Hours	Monday to Friday, 09:00 - 17:00
Annual Leave	25 days (up to 3 days allocated for Christmas closure) + bank holidays

Job Overview

This is a permanent post to support the Senior Management Team with meeting specific, key service-wide targets to ensure the delivery of high-quality care and support services to all adult learners and families.

Main duties and responsibilities

- Train and develop Team Leaders in all aspects of their role. Line manage Team Leaders and implement strategies to ensure Team Leaders are able to develop their roles.
- Work with Team Leaders to ensure adult learners receive a broad and balanced support plan that is appropriate to adult learners' age, level of verbal behaviour.
- Oversee the work of all staff using direct and indirect assessments (TPRA and Teaching & Learning observations) alongside the Senior Management Team/Team Leaders and provide feedback in different formats including written follow-up notes
- Provide Consultation on Staff and Learners' performance conducting direct and indirect assessments (TPRA and Teaching & Learning observations) alongside the Team Leaders and provide feedback in different formats including written follow-up notes
- Provide consultative support across the services to support adult learners and staff in each team.
- Work with the Senior Management Team and Team Leaders to update and review service-wide data on a monthly basis. To provide summary feedback to the staff team linked to the above targets.
- Mark study of own mentoring group.
- Provide service-wide training in key areas of the support planning and behaviour analysis and ensure all training paperwork is up to date for all staff including updating ranks.
- Work with Senior Management Team and Team Leaders to ensure all new staff receive induction training.
- Work closely with the Senior Management Team to drive development in key performance areas of the service and keep Senior Management Team up-to-date with any relevant issues.
- Monitor, review and evaluate performance in agreed key areas and provide reports to the Senior Management Team and Support Services Director.
- Understand and implement Health and Safety policies and Emergency and Fire procedures.
- Promote safe working practice and ensure the security of the workplace is maintained at all times.
- Maintain confidentiality in and outside the workplace with particular regard to data on Jigsaw's computer systems
- Support the aims and ethos of Jigsaw, setting a good example in terms of dress, behaviour, punctuality and attendance.
- Act as Deputy Designated Safeguarding Lead on behalf of JigsawPlus, working with the Support Services Manager, as Designated Safeguarding Lead, to manage safeguarding queries, concerns or investigations in an appropriate and timely manner.
- Model responsive leadership when receiving staff queries, concerns or questions, acting to resolve issues raised and providing clear and timely feedback either on actions taken or on reasons for why direct action may not be possible.
- Review and sign off annual review paperwork compiled by Team Leaders, prior to dissemination to parents, guardians and/or other third parties as appropriate.
- As a BCBA Supervisor, ensure required supervision hours are provided, holding a personal supervision caseload and managing distribution and delivery of other case work (e.g. RBT courses)

- Support with prospective learners assessments during the assessment phase of the admissions process
- Sit with the Director of Support Services, Deputy Director of Support Services and the Support Services Manager as a member of the learner assessment panel, to decide on the terms of placement offers.
- Support in the revision of JigsawPlus policies and procedures, checking allocated polices for updates required.
- Adhere to all company policies and procedures within defined timescales.
- Support Team Leaders to run Mental Capacity Assessments with learners.
- Undertake any other tasks which can be reasonably expected in relation to the role.

PERSON SPECIFICATION

Knowledge, skills and experience

- Board Certified Behaviour Analyst (BCBA) desirable or possess the required coursework to be eligible to sit the BCBA exam and/or UKBA (cert) qualification
- Completion of CABAS Master Teacher Rank (desirable) or commitment to complete whilst in post
- Level 5 Diploma in Leadership for Health & Social Care and Children and Young People’s Services desirable or commitment to completing this whilst in post
- Substantial experience of working in a Team Leader / Supervisory role
- Experience of working with adults with learning disabilities and differing levels of verbal behaviour.
- Committed to regular ongoing professional development and training including developing knowledge of autism spectrum disorders and associated disabilities
- Works to a high level of accuracy with excellent written and verbal communication skills
- A team player who can work well under pressure

Personal qualities

Achieving results

- Draws sound conclusions based upon a mixture of analysis, evidence and experience
- Engages in action at the right time and to achieve results
- Edits work delegated to others
- Advises and / or develops practical solutions to address resource issues that impact the effectiveness of a team or project and the work to be delivered
- Delegates responsibility to individuals and makes them accountable for successful execution

Building relationships

- Advocates on behalf of learners to senior management, identifying approaches that meet the learners’ needs as well as those of the Organisation
- Reacts purposefully to frustrations
- Communicates complex issues clearly and credibly with widely varied audiences
- Negotiates in a constructive manner when tackling difficult issues
- Manages compliance, ethical and other issues to protect the Organisation’s reputation and respect its obligations.

Planning for the future

- Promotes a shared understanding of the Organisation’s needs and strategic direction to rally teams
- Identifies and creates opportunities to initiate new partnerships that will facilitate the achievement of strategic goals

THE POST HOLDER WILL BE SUBJECT TO AN ENHANCED DISCLOSURE AND BARRING SERVICE (DBS) CHECK

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment.