

<b>Post:</b>	<b>Project Worker Autism In Schools</b>
<b>Hours:</b>	16 hours per week, with the possibility of some paid overtime with prior agreement. Core hours are weekdays 9.30am–2.30pm, but there will need to be flexibility in working evenings or weekends to meet the needs of the project. We are a flexible employer and will consider a range of working patterns as long as it fits with the project.
<b>Type of contract:</b>	Fixed-term 7month contract
<b>Base:</b>	Home-based, with a mixture of face-to-face delivery across Sheffield (subject to Covid-19 restrictions) and virtual meetings
<b>Salary:</b>	£24,800 pro rata
<b>Annual leave:</b>	20 days plus Bank Holidays pro rata
<b>Reporting to:</b>	SPCF Project Lead

## Background

Sheffield Parent Carer Forum (SPCF), along with Sheffield Clinical Commissioning Group (SCCG) and Sheffield City Council (SCC) have received funding from NHS England (NHSE) to develop an autism in schools project for ten mainstream secondary schools across Sheffield. Parent carer experience and co-production will be at the heart of the project to work with the schools identified to better support the needs of children and young people (CYP). It will look at the school environment, relationships between staff, parents and CYP and early intervention. A training model for school staff will be co-developed by health professionals and parents.

## Job purpose

The project worker will work with parents and staff in the participating schools to set up parent groups and seek parents' views on how to improve support in schools and develop the training. This will include working with staff across health and education.

## Main duties

- Plan and schedule tasks, review progress and report to SPCF project lead
- Ensure that parent carers and their experiences are at the heart of the project
- Complete reports as requested
- Attend training alongside school staff to ensure collaborative working
- Liaise with forums who are involved in this project in other local areas
- Organise and facilitate the development of special educational needs and disabilities (SEND) mini forums/parent groups in schools to improve relationships between parents and staff and to develop parent school champions
- Build positive relationships with school staff

- Assist colleagues in Sheffield Childrens Hospital (SCH) to improve the school environment, using parent feedback
- Work with colleagues in CCG, SCC, (SCH) Ryegate Team to inform content of the training
- Write meeting notes and circulate to parents
- Remain a consistent point of contact for parents, school staff and health professionals
- Help to recruit, support and manage SPCF outreach volunteers

**This is not a final and complete statement of duties, which may be amended from time to time in accordance with the changing needs of the project.**

**The job description forms part of the contract of employment.**

## **Person specification**

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### **Essential knowledge and skills**

- Experience of being the parent/carer of an autistic CYP or working with autistic CYP
- Experience of working with volunteers
- Experience of facilitating meetings
- Flexibility – an amount of evening/weekend work will be required
- Own transport and full clean driving license
- High level of computer literacy; proficiency in the use of MS Office applications, social media (e.g. Facebook) and video conferencing (e.g. Zoom/Teams)
- Excellent written and oral communication skills with the ability to present complex information in an accessible manner for a variety of audiences
- Excellent interpersonal skills
- Self-motivated; high level of initiative and ability to work with minimal supervision
- Excellent organisational skills, ability to prioritise own workload and work to tight deadlines
- Ability to work as part of a team
- A non-judgemental attitude

### **Desirable knowledge and skills**

- Experience of having an autistic CYP or working with autistic CYP in a mainstream secondary school
- Experience of developing, running, and analysing questionnaires
- Experience of working with community groups
- Knowledge of community languages
- Experience of recruiting and managing volunteers

SPCF is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.