



Post:	Project Worker Autism In Schools
Hours:	13-15hrs, 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.
Type of contract:	Fixed-term, 10-12 month contract.
Base:	Hybrid working home-based, with a mixture of face-to-face delivery across Sheffield and virtual meetings
Salary:	£26621 pro rata
Annual leave:	20 days plus 8 Bank Holidays pro rata
Reporting to:	SPCF Project Lead

Background

Sheffield Parent Carer Forum (SPCF), along with Sheffield Integrated Care Board (ICB) have received funding through the Partnership for Inclusion and Neurodiversity in Schools (PINS) from the Department for Education (DFE) and NHS England (NHSE). This will enable us to continue and expand the Autism In Schools project at **primary** schools across Sheffield. Parent carer experience and co-production is at the heart of the project to work with the schools identified to better support the needs of autistic children and young people (CYP). It aims to improve the school environment, relationships between staff, parents and CYP and early intervention.

Job purpose

Parent carers and their experiences are at the heart of the project. 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. This will include working with staff across health and education.

Main duties

- 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.
- Offer peer support and signposting advice
- Write meeting notes and circulate to parents and school staff
- Organise follow-up meetings with schools to discuss the parent feedback
- Build positive relationships with school staff
- Assist colleagues across education and health to identify support

needed in the schools upon them completing a self-evaluation template.

- Remain a consistent point of contact for parents, school staff and health professionals
- Plan and schedule tasks, review progress and report to SPCF project lead
- Complete reports as requested
- Attend steering group and regional meetings as requested

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

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 primary school
- Experience of working with community groups

- Knowledge of community languages
- Experience of recruiting and managing volunteers

SPCF is committed to safeguarding, protecting and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. We operate a rigorous selection process and the identity of the successful candidate will be checked thoroughly. A DBS check will be carried out for this role.

We value equality, diversity and inclusion and are focused on increasing the diversity of our workforce, particularly the number of Black, Asian, Minority Ethnic, Disabled and LGBTQ+ people. We also support staff with unpaid caring responsibilities to work flexibly. We welcome your application.

Under the Disability Confident Scheme, disabled applicants who meet the essential criteria of this job are guaranteed an interview.

If you require this in any other format, please contact enquiries@sheffieldparentcarerforum.org.uk

