



**Ambitious  
about Autism**

# Education Training Consultant

Job description, 2024

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# Job description

<b>Job title</b>	Freelance Education Training Consultant	<b>Team</b>	National Services
<b>Job band</b>	Circa £450 per day (depending on number on hours worked)	<b>Reporting to</b>	Head of Employability, Skills and Training
<b>Hours</b>	Flexible	<b>Line manages</b>	N/A

**Approved by:** Deputy Director of National Services

**Updated:** June 2024

## Role purpose

Working within the Training and Consultancy team to deliver both in person and online training to predominantly educational professionals with the primary purpose of delivering and expanding on AET (Autism Education Trust) training contracts.

The Education Training Consultant will possess sound knowledge and expertise in the field of autism and education, specialising in delivering training and knowledge to support autistic children and young people to thrive within their education settings.

Providing consultancy services to a variety of settings, as well as and developing and creating resources to a wide network of corporate partners to drive a collective movement for change.

The role will support both education settings and organisations (employers and professionals) to become autism confident, whether this is through the delivery of AET and other careers/education related content, or within the support of employees and professionals to promote the recruitment, retention and progression of autistic people in the workplace and/or their autistic clients, ensuring the services they offer are inclusive and aligned to the Equality Act 2010.

## Key accountabilities and dimensions

### Training delivery and development:

- Provide interactive, captivating training both in-person and virtually, with an emphasis on educational settings.
- Responsible for capturing and monitoring evaluation of delivery and recording outcomes.
- Responsible for AET contract data reporting and calendar management.
- Responsible for peer reviews, ensuring all trainers meet AET criteria and for maintaining effective quality assurance processes.
- Using education expertise and knowledge to design bespoke training products, or adapt existing content, to support their understanding of autism and improve inclusive practice.
- Contribute to the creation and delivery of digital learning content to be utilised by external organisations, including employers and corporate clients, health and social care and education sectors.
- Provide consultancy services to education settings to include advising on practice and policy, complete workplace assessments, support in achieving

- autism confidence.
- Manage, monitor, and report on client training and consultancy contractual deliverables.
  - Contribute to the creation and delivery of digital learning content to be utilised by external organisations, including employers and corporate clients, health and social care and education sectors.
  - Understanding and communicating clear client briefs to develop and deliver training courses, webinars and consultancy services to meet these objectives (including training, webinars, lunch and learns, environmental assessments etc)
  - Contribute to National Services team projects in response to training requests.
  - Ability to be flexible in travelling to different locations and working with a range of different audiences.
  - To train AaA internal staff on relevant training courses to share expertise and knowledge internally where applicable.
  - Responsible for effective and timely professional communication, orally and in writing with clients, colleagues and stakeholders
  - Responsible for capturing and monitoring evaluation of delivery and recording outcomes.
  - Responsible for managing own workload and delivering high quality services independently.
  - Working proactively with colleagues and wider teams including Youth Participation, Marketing and Fundraising, to ensure project activity is on brand and reflects the views of autistic children and young people.

### **Co-delivery:**

- Adhere to the highest values of co-design and participation, contributing to Ambitious about Autism's (AaA) aims to ensure that the voices of autistic children and young people are heard in the development of the project and resources.
- Working with AET Contract managers in the delivery of AET contracts.
- Overseeing the development and management of recruiting, developing, and supporting autistic young people to become co-trainers, deliver training sessions online and in-person to a range of organisations across the country.
- Work with Participation team in engaging autistic Young People in co-design of training where applicable.
- Contribute to the creation and delivery of digital learning content in collaboration with autistic young people and external partners.
- Contribute to the creation of training content, materials and resources in collaboration with autistic young people.
- Ensuring training materials and resources are fully accessible to autistic young people including individuals with co-occurring learning disabilities or other co- occurring condition.

### **Additional duties**

- Demonstrate a continual commitment to safeguarding and promoting the welfare of children and young people.
- To uphold Ambitious about Autism policies to protect and safeguard pupils in order to secure their health, safety and wellbeing.
- Demonstrate a continual commitment to the promotion of diversity initiatives and the sharing of best practice in line with Ambitious about Autisms Equality, Diversity and

Inclusion policy and procedures.

- Ensure the highest degree of confidentiality and data protection of all materials
- Demonstrate the vision and values of Ambitious about Autism in everyday work and practice, upholding the ethos of challenge and support where all pupils/learners can reach their full potential and maximise their engagement in learning.

# Person specification

Role and band competencies	Essential
<b>Specific knowledge, experience and technical skills</b>	
1. Substantial experience of delivering training to professionals, parents and other audiences	X
2. Qualified teacher ideally/experienced teaching assistant or other relevant teaching qualifications	X
3. Knowledge and understanding of the challenges faced by professionals working in schools	X
4. Experience of working with autistic young people, parents/carers and employers	X
5. Understanding of the challenges faced by autistic young people in the workplace/education setting	X
6. Ability to design and deliver training and CPD programmes to improve inclusive practice	X
7. An understanding and commitment to quality assurance and how to measure the impact and outcomes of services delivered	X
8. Ability to establish strategic partnerships with a range of education providers and commissioners	X
9. Evidence of excellent interpersonal, communication presentation and training skills	X
10. Experience of training other trainers and consultants	X
11. Excellent IT and digital skills including ability to use Microsoft Office	X
12. An understanding of the Autism Education Trust and its schools programme	X
13. Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	X
<b>Personal attributes</b>	
14. Ability and enthusiasm to act as an ambassador for Ambitious about Autism	X
15. Ability to work independently and to resolve problems knowing when to refer problems when necessary	X
16. Ability to effectively prioritise a diverse workload in a changing and fast paced environment when volume of work demands	X
17. Aware of professional boundaries in responding appropriately to difficult experience and disclosures	X
18. A team player with a flexible and positive approach to work	X
19. Ability to work flexible hours including evenings and weekends, online or in person, where applicable	X
20. Ability to travel across UK for training delivery, meetings and events	X
21. Good appreciation of health and safety in the workplace, data protection principles and equal opportunities.	X

# How to apply

Stage	Timescale
Closing date for applications	<b>Ongoing</b>
Candidates informed of outcome of application	<b>Ongoing</b>
Interviews (these will be conducted online via Teams)	<b>Ongoing</b>

If you would like to find out more about this exciting opportunity, need any further information or wish to have an informal discussion please contact James Axford, **Recruitment Officer** – 020 8815 5149, [jaxford@ambitiousaboutautism.org.uk](mailto:jaxford@ambitiousaboutautism.org.uk).

## Equal opportunities monitoring

*Ambitious about Autism is fully committed to equality of opportunity and diversity and we warmly welcome applications from all suitably-qualified candidates. We welcome applications regardless of race, colour, nationality, ethnic or national origins, religion or belief, sex, sexual orientation, gender reassignment, marital or civil partner status, pregnancy or maternity, disability, or age. All applications will be considered solely on merit.*

*Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an Enhanced DBS check.*

# We are Ambitious about Autism

Ambitious about Autism is the national charity standing with autistic children and young people.

We believe every autistic child and young person has the right to be themselves and realise their ambitions.

We started as one school and have become a movement for change. We champion rights, campaign for change and create opportunities.

## Contact us

The Pears National Centre for Autism Education  
Woodside Avenue, London N10 3JA

☎ 020 8815 5444

✉ [info@ambitiousaboutautism.org.uk](mailto:info@ambitiousaboutautism.org.uk)

🌐 [ambitiousaboutautism.org.uk](http://ambitiousaboutautism.org.uk)

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Ambitious about Autism is a registered charity in England and Wales: 1063184 and a registered company: 03375255.

Ambitious about Autism Schools Trust is an exempt charity in England and Wales and a registered company: 08335297.