School Autism Friendly Review (SAFR) Job Description

# About the Project:

The School Autism Friendly Review (SAFR) is a project set up by the All-Age Autism Strategy. The aim of the project is to support the development of autism friendly approaches in settings mainstream schools for their autism-friendliness and help them improve. The project will achieve this by collecting and reviewing feedback from children and young people, parents and carers, and staff to provide tailored suggestions and support.

In this project, ATLAS, Family Voice Surrey, and Surrey County Council will be working together to achieve the best outcomes for these schools.

# About the Role:

This role involves supporting the All-Age Autism Strategy to carry out the reviews and provide feedback to schools. You don’t need to have any specific experience beforehand – at the start of the project, we’ll give you training on things like running focus groups, doing research, and everything else you need!

**Responsibilities within the role include:**

* Together with the SAFR Lead, meeting with school staff before visits to get to know each other and make sure everyone feels comfortable with the review process.
* Helping the SAFR team review the current questionnaires.
* Visiting schools to run focus groups, observe lessons, and evaluate the school environment. Provide feedback about your visit, observations and focus groups in debrief sessions.
* Working with the Project Lead to look at the data collected and help put together the final reports.

The All-Age Autism Strategy is passionate about SAFR being a co-produced project and is open to any and all feedback about the process as it comes up.

# Person Specification:

This role would be ideal for someone with personal experience of the unique challenges autistic young people face in education settings in Surrey.

Must be aged 16-25.

* Microsoft Office skills – Excel, Word, Forms, Outlook (training available).
* Attention to detail.
* Good communication skills.
* Ability to work with confidential information.
* Passionate about improving the experiences of autistic children and young people in education.

# Work Structure:

School visits will start in January 2025, and the project lasts 18 months. You’ll need to commit for at least 6 months, but you can stay involved for up to 18 months.

The role is part-time, requiring 6 hours a week, with work on Wednesdays. Each school review takes about 4 weeks. You don’t need to be available for every review, but if you commit to doing one, you’ll need to be available for all Wednesdays that month to see the process through.

For admin tasks, you can organise your time as you'd like. Surrey offers flexible working, so you can work from home or one of our offices.

School visits will always be in person and will take up the full 6-hour workday.

# Why this Project?

Compensation: £12.07 per hour, travel will also be compensated.

Training: Your induction package will include training on safeguarding, the SPELL framework, Microsoft Office and facilitating focus groups. Throughout the project you will have the opportunity to learn data analysis skills through shadowing. If there are any other areas you would like training or support in that relate to the project, the team are open to provide this.

If you join this project, you will also be required to join ATLAS Autism – Surrey County Council’s participation group for neurodivergent children and young people. The group meets once a month online on Wednesday evening. You will be paid for your participation.

# Application Process:

If you are shortlisted, you will be invited to an informal chat with the team to discuss the role in more detail and get to know you better.

Please complete the application form below, where you need to fill out your contact details and answer a few questions. Send your application form to Chloe ([chloe.sugden@surreycc.gov.uk](mailto:chloe.sugden@surreycc.gov.uk)). Feel free to also reach out with any questions about the role or support you may need during the application process.

Application Form:

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| --- | --- | --- | --- |
| **Name** |  | | |
| **Contact Number** |  | | |
| **Email Address** |  | | |
| **Contact Preferences** | Text | Call | Email |

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| **What excites you about this opportunity?** |
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| **What are the main difficulties for autistic/neurodivergent young people in education?** |
|  |
| **What changes could be made in schools to make them more neurodivergent friendly?** |
|  |

The suggested word count for each question 200-300, you will not be penalised for going over or under the word count.

Please send your completed application form to [chloe.sugden@surreycc.gov.uk](mailto:chloe.sugden@surreycc.gov.uk)