	JOB DESCRIPTION and PERSON SPECIFICATION **Specialist Neurodiversity Practitioner** November 2026
Please note that this is not an exhaustive document and may change depending on the needs of the organisation. In such an event, any changes will be discussed with employees.	

JOB DESCRIPTION

Job Title:	**Specialist Neurodiversity Practitioner**
Job Purpose:	To plan and deliver specialist programmes and/or workshops for professionals and parents/carers of neurodivergent (including Autism & ADHD) children and young people
Main Location:	Variable, depending on commissioners' needs, online and/or face to face (Berkshire only).
Accountable to:	Service Manager
Reporting to:	**INTERNAL** Service Manager Colleagues as required **EXTERNAL** Venue Managers and Staff, Commissioner contacts
Responsible for (staff):	None
Hours per week:	As directed by your Service Manager. Dependent upon commissioned work. No guaranteed hours. Will include evening working.
Weeks per year:	As directed by your Service Manager. Dependent upon funding and commissioned work. Term time only.
Length of role:	Dependent on funding Permanent Subject to: Completion of a satisfactory probationary period; Funding
Hourly Rate:	Administration work: £13.25 per hour Delivery work: £26.50 per hour Travel time: £12.71 per hour
Reviews:	Supervision: As required/requested with a minimum of two formal supervisions annually Appraisal: Annually

Training:	Staff will receive training for their role as part of their induction process. Additional training will depend on discussion with the Service Manager**.**
Personal and Professional Development:	Areas identified during Supervision meetings that offer opportunities for Personal and Professional Development will be discussed and acted upon, according to the needs of Parenting Special Children
Additional:	To undertake such other duties as may be reasonably requested by Trustees or managers in order to further the objectives of Parenting Special Children.
Main Tasks and Responsibilities:	● To deliver specialist programmes and/or workshops on their own or with fellow practitioners as they become available. ● Liaison with venue managers and staff for face-to-face events, and commissioners/organisers for online. ● To write scheme of work, lesson plans and presentations for courses/workshops when requested ● To record and collect information via various evaluation measures from families or professionals attending programmes/workshops. ● To record and collect case studies of good practice. ● To attend team and supervision meetings as required

PERSON SPECIFICATION

Qualifications:	Essential:	● BE'd or Teaching in the Lifelong Learning Sector qualification or relevant higher-level qualification
Experience:	Essential:	● Knowledge and interest in neurodivergence including Autism & ADHD ● Experience of delivering structured programmes or willingness to be trained. ● Working alongside professionals in health, education and social care ● Good working knowledge of child development ● Demonstrable experience of planning ahead and having the ability to respond positively to change ● Working as part of a team and on own initiative ● Knowledge of local (Berkshire)and national organisations providing information and support for families and professionals ● Knowledge of a range of neurodivergencies, willingness to learn more ● Awareness of current legislation relevant to children/young people with SEND and parents/carers. ● Experience and understanding of working in a trauma-informed and trauma-responsive manner
Skills:	Essential:	● Excellent communication skills both verbal and written ● Using IT systems and packages, in particular Microsoft Office and databases ● Adaptable and self-motivated ● Able to lead groups

		● Organised and efficient ● Good interpersonal and relationship building skills ● Able to operate in a confidential environment ● Ability to learn quickly about the business and a willingness to learn ● Good team player
Personal Qualities and Circumstances:	Essential:	● Have lived experience of parenting/caring for a neurodivergent child, or have a close relative who is neurodivergent ● Empathic, non-judgemental listener ● Be genuinely warm, encouraging and patient ● Reliable and honest ● A mature and professional manner ● Ability to remain calm under pressure ● Awareness of the pressures upon families who have children and young people with special needs ● Ability to travel within Berkshire ● UK Valid Driving Licence and access to an insured vehicle ● Access to the internet
Legal Requirements:	Essential:	● Meet all the requirements of an Enhanced DBS check ● Have permission to work in the UK ● Two satisfactory references