



Job Description	SEND Teacher (ASD Resource Base)
Salary Range	MPS

Purpose of Job:

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the head teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

The post holder is accountable to the Head of ARP and the Headteacher. This post will be supported by the Head of ARP and the Headteacher.

Purpose of the job

- Carry out the professional duties of a teacher plus any other duties that can be reasonably asked under the direction of the Head of ARP and Head Teacher.
- To provide a stimulating curriculum which develops and celebrates all of our pupil's abilities helping to ensure that pupils at Griffin become confident and successful learners.
- To ensure that the needs of pupils who have an autism diagnosis and attend our ARP are met.
- To proactively support the ethos of the school alongside the leadership team by maintaining professional conduct (e.g. engaging in meetings, meeting deadlines, responding to pressure in a productive manner)
- To assist the Head of ARP and Headteacher in the establishment and maintenance of good relationships through effective communication and consultation procedures with the whole school community.

Duties and Responsibilities

- To teach autistic pupils in class and individually.
- To accompany and pupils when included in mainstream classes, where appropriate.
- To observe teachers teaching autistic pupils from the ARP who are attending lessons in their linked classrooms and advise how to best meet their needs.
- To recommend and implement appropriate provision for autistic pupils in terms of:-
 - Teaching principles
 - Differentiation and Resource materials
 - Whole curriculum including National Curriculum
- To work in close collaboration with the colleagues in order to ensure appropriate individual education plans for autistic pupils to meet the learning needs and to monitor and evaluate them.
- To organise timetables for the class and for inclusion programmes for pupils in the ARP.
- To keep detailed and concise records of ARP pupil's progress and analyse data to inform future planning.
- To provide written reports for ARP pupils' annual review and at other times

deemed appropriate.

- To assist in the preparations for annual reviews.
- To attend annual review meetings.
- To support and monitor the work of learning support staff within the ARP.
- To oversee the ordering and maintenance of equipment, books and materials required for meeting individual teaching programmes.
- To develop and maintain resource materials relevant to work with autistic pupils.
- To assist with in-service training as appropriate.
- To make a full contribution to the life of the school, including attendance at staff meetings and parents' evenings.
- To establish and maintain partnerships with parents of the ARP pupils, ensuring maintenance of formal/informal communication.
- To work closely with the Trust colleagues and/or LA Advisor for autistic pupils in the ARP.
- To liaise with other agencies, including external agencies, involved in the care and education of autistic pupils in the ARP.
- To undertake training consistent with developing skills relevant to these duties and responsibilities.
- To be aware of, and act in accordance with the school policy on Child Protection and Safeguarding.

Further Responsibilities

The postholder will be required to exercise his/her professional skills and judgement to carry out, in a collaborative manner, the professional duties set out below:-

- To welcome prospective families and pupils to the provision and provide information about the teaching and the curriculum.
- Identify relevant school improvement issues relating to the ARP.
- Define and agree appropriate improvement targets.
- Ensure that a robust assessment system for all ARP pupils leads to educational programmes that are personalised to each pupil's particular needs
- Evaluate the impact of all improvement activities on the quality of teaching and learning within the ARP.
- Contribute to relevant sections of the school's SEF (Self Evaluation Form) in conjunction with the school leadership team.
- Support the Head of ARP to advise on matters related to individual pupils in the ARP where appropriate.
- Working alongside other teachers with responsibility for coordinating specific areas within the mainstream classrooms.

Leading, developing and enhancing the teaching practice of others

- Develop and share exemplary portfolios of children's work.
- Support and disseminate the most effective teaching approaches to support pupils with SEN (autistic pupils in particular)
- To liaise with the whole team and evaluate and identify training needs and then inform the Head of ARP.
- Attend Trust and/or LA meetings to keep up-to-date with recent developments.
- Organise resources to ensure that staff are aware of the availability, location and correct and safe use of resources.

Other School Improvement Plan Responsibilities

- To analyse and interpret relevant school data & support the leadership team in setting whole school targets.

- Provide the Head of ARP and Headteacher with relevant subject, curriculum area or pupil performance information.

Additional Information:

- The post holder is required to contribute to and support overall aims and ethos of the school.
- The post holder is required to be aware of and comply with policies & procedures relating to child protection; equal opportunities; health safety and security; confidentiality and data protection and to report all concerns to an appropriate person.
- The post holder will be expected to attend INSET sessions and meetings as necessary and appropriate.
- Behave in a professional manner at all times demonstrating mutual respect, compassion, good manners, politeness and common courtesies for all members of our community. All employees are expected to behave in a manner that role models positive behaviours for our pupils.
- Be committed to your own continuous professional development.
- To support the values and ethos of the Elliot Foundation Academies Trust.

This list is not exhaustive. The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by the line manager.

Special Conditions of Service:

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.ble duties commensurate with the grade, as requested by school leadership.

This job description is not exhaustive and may change as the post or the needs of the school change. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

TEFAT Ethos

Put children first

- We trust and value your professionalism
- We share the responsibility for the learning and welfare of all of our children
- Our purpose is to improve the lives of children

Be safe

- Don't assume that someone else will do it
- Look after yourself, your colleagues and all children

- We are all responsible for each other's safety and well being
- Discuss any concerns with an appropriate member of staff

Be kind & respect all

- People are allowed to be different as are you
- Kindness creates the positive environment we all need to flourish
- This kindness should extend to ourselves as well as to others

Be open

- If you can see a better way, suggest it
- If someone else suggests a better way to you, consider it
- We exist to nurture innovators and support those who take informed risks in the interests of children

Forgive

- We all make mistakes
- Admit them, learn from them and move on

Make a difference

- Making the world a better place starts with you
- Model the behaviour that you would like to see from others