# Job Description

**Role:** Head of the Autism Resource Base

**Responsible to:** Headteacher

**Responsible for:** Resource Base team

**Grade (Teaching Staff):** MPS or UPS plus SEN allowance

**Core purpose of post**

* To Lead the resource base, of up to 12 students, who have a primary diagnosis of Autism within the inclusive context of the school.
* Ensure that the needs of the students who attend the provision are met and that students achieve the highest possible outcomes.
* Be actively involved in teaching autistic students.

**Key Accountabilities**

* To lead on the education, safeguarding and welfare of all students within the Autism Resource base.
* To lead and manage the other teaching and support staff working in the Resource Base and to deploy support staff effectively and efficiently.
* To lead and model the quality first teaching of autistic students within the provision and when students are in mainstream.
* To devise and deliver an appropriate individual programme for students, ensuring that they have a broad, balanced, and relevant curriculum, including the National Curriculum, which addresses academic, social, and personal targets with specific reference to the learning style of students with Autism.
* To be responsible for the progress and achievement of all students within the Autism Resource Base and to adapt and refine the provision provided through ongoing monitoring of outcomes.
* To provide advice, support, and training to whole school staff to facilitate the inclusion of autistic students in social and academic activities.
* To ensure that all staff and whole school policies promote the ethos and approaches of an autism-inclusive school.
* To lead on the self-evaluation and development planning of the Resource Base as part of the whole school continuous improvement cycle.
* To provide formal written reports to the Governing body and other stakeholders on the outcomes for students within the Autism Resource Base as part of the whole school monitoring cycle.
* To collaborate with the senior leadership team on priorities for the Autism Resource Base including expenditure and deployment of staff, utilising resources for maximum efficiency.
* To manage and make efficient use of the allocated budget for the effective running of the Resource Base including ensuring that the learning environment includes appropriate resources, equipment and
* materials.
* To work with the local authority to lead on the admissions of students in to the Autism Resource Base adhering to the SEND code of practice and plan for transitions in and out of the provision.
* To lead on annual review meetings for students within the Autism Resource Base in line with the SEND code of practice and to provide written reports and gather other professionals’ views where appropriate.
* To understand the place of the provision within Essex’s local offer for autistic children and be involved in the development of education of autistic students across the local authority.
* To establish and maintain partnership working with other professionals, services and therapists to ensure that the individual needs of all students are met.
* To build positive relationships with parents/carers of students in the Autism Resource Base providing ongoing advice and support to ensure a consistent approach across both home and school.
* To keep up-to-date with current research on Autism practice and disseminate as appropriate through leading staff meetings where appropriate and ongoing CPD across the school.
* When time and resources permit, and subject to the agreement of the Headteacher, to provide advice to other local schools for specific identified students who would benefit from an Autism-specific provision.
* To carry out any other reasonable duties and responsibilities as identified by the Head Teacher commensurate with the level of responsibilities of the post.

**Person Specification**

**Essential**

* Demonstrates the school’s values.
* Must have experience leading an element of SEN provision.
* Educated to degree level.
* To be able to strategically multi-task with decision making, student interactions and staffing challenges.
* Will have had experience of teaching Autistic students.
* To have significant experience of managing a large department/team of people with evidence of successfully implementing change and/or school improvement, with measurable outcomes
* In depth knowledge and understanding of the wider educational agenda, particularly relating to autism, including current national policies and issues as well as statutory and legal frameworks.
* Successful experience working with SEN children from a range of backgrounds and ethnic groups and with a variety of learning needs.
* Thorough knowledge and understanding of current developments in teaching, learning, school culture and the curriculum, particularly SEN.
* Knowledge of effective strategies to include, and meet the needs of students with autism spectrum conditions.
* Good analytical and strategic thinking skills.
* Good Leadership and management skills.
* Strong interpersonal, written, and oral communication skills.
* The ability to motivate students.
* To be able to prioritise, plan and organise effectively.
* A commitment to the protection and safeguarding of young people.
* A commitment to ongoing improvement.
* A commitment to equal opportunities.
* A commitment to further CPD and training.

**Desirable**

* Qualified Teacher Status.
* Qualified to teach in the UK.
* Experience of assessment and screening to plan provision for students with SEN needs.
* Experience of promoting inclusion beyond own setting.

**General**

* To comply with individual responsibilities in accordance with the role, for health and safety in the workplace.
* Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy.
* The Inspires MAT Board of Trustees is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
* To abide by the Staff Dress Code at all times.
* As part of the Inspires MAT you may be required to work or attend at any of the other schools in the trust.