



## **Head of Woodlands ASD resource base.**

UPS + TLR 2b + SEN allowance

*This job description may be amended at any time following discussion between the Head of School and member of staff, and will be reviewed annually.*

**Line Manager and Performance developer for:** Teachers and Support Staff in Woodlands  
**Line Manager:** Head of School

### **Job Purpose:**

The Head of Woodlands will subscribe to the school's ethos of an inclusive approach; where all children are equal and will have access to high quality education and care. The leader will work closely with the Netley SENDCo to raise the profile of autism across the schools and develop Woodlands as a centre of excellence and best practice.

**In addition to the duties of a teacher, as set out in the schoolteachers' pay and conditions, the post holder will undertake the following responsibilities:**

- To lead the Woodlands team in adopting and adapting evidence-based good practice approaches to supporting the educational and social development of children with a diagnosis of autism in the centre
- Have class teaching responsibilities (0.4) and other cover when necessary
- To build good relationships within the team to ensure effective communication between staff members and a highly supportive work environment
- To monitor and review the behaviour management procedures and ensure staff are supported; where appropriate to notify the leadership team of any concerns about pupil behaviour
- To support staff with improving their knowledge and understanding of autism and use particular skills and strategies to support children's social, communication and sensory difficulties and the management of related behavioural needs
- To support teachers with effective teaching strategies to meet the needs of pupils with ASD and monitor pupils' learning and progress which will contribute to subsequent planning and target setting

- To lead whole staff meetings as part of the professional development and implement the appraisal process and use the process to develop the professional effectiveness of staff; be an effective appraiser
- To support staff in the acquisition of Makaton, Attention Autism and where appropriate use of SCERTs as part of their professional development
- To report regularly on the quality of teaching and learning, pupil progress, multi-professional support and raise any concerns with SLT
- To coordinate planning meetings with the multidisciplinary team to ensure that all children's needs are met, and that parents are informed
- To work closely with the SENDCo, Head of EYFS, parents/carers, Woodlands staff and other multidisciplinary agencies to support effective transition for pupils entering and leaving the centre
- To lead in collating evidence for ensure the centre continues to meet the standards of our Autism Accreditation
- To oversee risk assessments of any off site school outings and organise visits from the school dentist and doctor and arrange integration of pupils between settings
- To be the first port of call for parents with questions or concerns and lead school tours for prospective parents
- To ensure teachers are carrying out statutory duties such as Annual Reviews to set time frames alongside professionals and parents. To seek support from Inclusion Team where appropriate
- To network with Netley staff to share good practice and ensure staff are support to offer provision for mainstream children with an autism diagnosis
- To keep abreast with new, evidence-based developments in the field of Autistic Spectrum Disorder and to attend training as required.
- At all times to carry out responsibilities/duties with regard to Camden's Equal Opportunities and Health and Safety Policies.

*Netley is committed to staff professional development.*

*Netley is committed to Safeguarding all children and all applicants will be asked to make declarations regarding their criminal history prior to interview. The post will be subject to satisfactory safeguarding references and to an enhanced CRB check being received.*

*Netley is an equal opportunities employer and welcomes applicants of both genders and all race, cultural, language and faith backgrounds. We do not discriminate on grounds of age, disability or sexual orientation.*