

Job Description

Post Title	ASC Hub Lead teacher
Grade	Leadership L1-L4
Location	Ings Primary School
Reporting to	Relevant Senior Leader

Purpose of Role

To be the operational lead for the ASC Resource Provision at Ings Primary School. To manage the ASC Resource Provision day to day to ensure a calm working environment with content children who are learning and developing well.

Key Responsibilities

1. To promote and safeguard the welfare of children and young people.
2. Actively develop links with relevant agencies
3. Promote working practices, which do not discriminate on grounds of gender, ethnicity, religion, culture, age and disability
4. Attend meetings, give presentations and contribute to written reports as appropriate.
5. Initiate, maintain and develop links with parents/carers.
6. Promote and support pupil extra-curricular provision and participation in wider school life.
7. Train and support staff re: pupil engagement in learning
8. Ensure effective support is in place for pupils. Contribute to the vision for an effective, successful ASC provision.
9. Initiate and manage change for improvement and development of the provision and the development of support staff.
10. Advise the Local Governing Body by contributing to reports and attendance at meetings if requested.
11. Line-management of support staff in the ASC provision
12. Establish clear expectations and constructive working relationships with staff
13. Manage ASC provision staff and resources
14. Demonstrate high professional standards, leading by example
15. Develop and promote effective partnerships with parents, carers, staff and pupils.
16. Provide guidance for staff in school and for Headteachers and SEND leads in YHCLT schools to support inclusion and high quality teaching & learning re: pupils with ASC
17. Operational Lead for the ASC provision
18. Ensure funding is used to accelerate pupil progress and improve equality of access.
19. To ensure the curriculum meets pupils' needs
20. Monitoring and evaluating pupil progress
21. To fulfil the teaching commitment in the ASC provision
22. Meet with parents/carers at least once a term to update re: progress and attainment.
23. Facilitate and attend relevant meetings with colleagues including Annual Reviews and affect change to the EHCP as appropriate.
24. Ensure professional skills are kept up to date and further developed via Performance Development Review and CPD.
25. The duties of this post may vary from time to time and are not exhaustive. The post holder may be required to undertake other duties which should not substantially change the general character of the post, ensuring the operational needs of the school are met.

Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

Responsibilities for Staff:	Teaching Assistant Team in the ASC
Responsibilities for Customers/Clients:	Safeguarding and promoting the welfare of children.
Responsibility for Budgets/Financial Resources:	None
Responsibility for Physical Resources:	None

		E	D	How Identified
Qualifications	Qualified teacher Status	✓		AF, I, C
	Degree Level Qualification	✓		
	Relevant CPD within the last 3 years		✓	
	Further relevant professional qualification		✓	
	National Award for SEN Coordination		✓	
Relevant Experience	Experience of working in a special school or leading SEND		✓	AF, I, R
	Successful partnership and collaboration with agencies		✓	
	Proven record of leading improvement and raising pupil achievement	✓		
	Proven, successful teaching that has directly led to measurable, positive outcomes for pupils	✓		
	The ability to inspire, develop, empower and sustain individuals and teams.		✓	
	Teaching experience in more than one school		✓	
	Effective line-management of support staff		✓	
	Interested in and engaged in proactive support for children with additional needs within their classroom	✓		
Skills & Abilities	Motivation to work with children and young people	✓		AF, I, R
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	Excellent communication skills - verbal and written	✓		

	Inclusive approach to education	✓		
	Think creatively to anticipate and solve problems	✓		
	Develop effective teamwork	✓		
	Think strategically and contribute a coherent, achievable vision	✓		
	Manage and resolve conflict	✓		
	Work under pressure, maintaining perspective and a sense of humour	✓		
	Commitment, honesty and dedication	✓		
	Ability to manage own time effectively	✓		
	Reliability, integrity, resilience and tenacity	✓		
	Understand pupil data and prioritise for improvement	✓		
Professional Skills	Use data effectively for target setting	✓		AF, I, R
	An emotionally intelligent approach to work with pupils, parents and colleagues	✓		
	Excellent interpersonal and communication skills	✓		
	Excellent leadership skills and practical examples of their application	✓		
	Knowledge and understanding of equality issues and relevant legislation	✓		
	Proven success regarding action planning, monitoring and evaluation	✓		
	Ability to work effectively with agencies	✓		
	Successful leadership in SEND provision		✓	
	Ability to improve pupil achievement using new technologies		✓	
Knowledge	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		AF, I
Interpersonal/ Communication Skills: Verbal Skills	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	✓		AF, I, R
	A team player	✓		
	Ability to use tact, diplomacy, sensitivity and good humour	✓		
	Attention to detail	✓		
	Excellent attendance and punctuality	✓		
	Motivation to work with ASC pupils	✓		

	Commitment to Safeguarding and promoting the welfare of children and young people.	✓		
	Ability to form and maintain appropriate relationships and boundaries with pupils	✓		
	Emotional resilience in working with challenging behaviour.	✓		
Personal Qualities	Proactive leader	✓		AF, I, R
	Ability to plan strategically	✓		
	Commitment to own personal and professional development	✓		
	Unconditional positive attitude to pupils	✓		
	Ability to provide inspirational leadership	✓		
	Energy and enthusiasm	✓		
	Ability to delegate effectively	✓		
	Ability to deal sensitively with people, to negotiate effectively, to positively influence and to resolve conflict	✓		
	High degree of resilience	✓		
	Ability to prioritise and take responsibility for solving problems that arise	✓		
Disclosure & Barring Service	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		(after short listing)