



## Job Description

### Lead Teacher ASD resource base\*

The advertised post will be a one year contract to cover maternity leave from 7<sup>th</sup> February 2022.

*The appointment is subject to the current conditions of employment for teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and other current legislation.*

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

**Grade:** Main Pay Grade + TLR2A + SEND allowance

**Line Manager:** Inclusion Leader/SENDCo

**Core Purpose:** Lead teacher with responsibility for Woodlands ASD Resource Base

#### **The Lead teacher will:**

- Have responsibility for the overall leadership of the ASD base, with support from the Inclusion Team and Senior Leadership team
- Have class teaching responsibilities (0.4) and other cover when necessary.

#### **ASD lead responsibilities**

- Leading a bespoke curriculum that allows children on the autism spectrum to access the National Curriculum and which prepares them for life's challenges.
- Maintaining strong links with families to support them through their journey of having a loved one that is diagnosed with autism.
- Being a mentor with a strong background in autism to support staff in the mainstream school as well as the ASD Resource Base.
- Demonstrating commitment in the development of Woodlands as it continues to be a beacon of excellence and known for its outstanding ASD support in the wider community.
- Communicating with the SENDCo to ensure all statutory paperwork is completed in a timely manner.

#### **Teaching and Learning responsibilities**

- Have class teaching responsibilities (0.4) and cover responsibilities when necessary
- Set high expectations which inspire, motivate and challenge pupils
- Demonstrate good subject and curriculum knowledge
- Plan and teach well-structured lessons
- Set high expectations which inspire, motivate and challenge pupils
- Manage behaviour effectively to ensure a good and safe learning environment
- Work closely with the Senior Leadership Team, class teachers and child support assistants to ensure an appropriate curriculum for those diagnosed with autism.
- Oversee all behaviour management within the base and support with behaviour where needed.
- Be responsible for observing classes and giving feedback regularly in Woodlands.

- Be responsible for organising and leading Annual Reviews for all Woodlands pupils, in coordination with the SENDCo.
- Provide and organise insets for both around autism support and education.
- Respond to consultations within the statutory deadlines, supported by the SENDCo.
- Coordinate therapy support within Woodlands.
- Use assessment procedures in line with school policy to advise and support in the monitoring and evaluation of the effectiveness of learning to inform future priorities and targets.
- Work in partnership with parents to ensure excellent home-school liaison.
- Ensure pupils have access to school visits, extended school activities and where appropriate, links with other providers.
- Make a positive contribution to the wider life and ethos of the school

#### **Leading and Managing staff**

- Oversee and manage all multi-professionals involved with the pupils at Woodlands.
- To attend courses where appropriate and provide and organise insets for both Woodlands around autism support and education.
- Be responsible for overseeing and recruitment of staff with the support of Senior Leadership Team, including dealing with agencies to organise cover.
- Oversee all admin responsibilities associated with Woodlands with the support of the main admin team.
- Be responsible for the physical upkeep of Woodlands; liaising with FM/SSO's for support.
- Ensure safeguarding protocols are followed by all staff
- Fully participate in systems which ensure full attention to confidentiality, equal opportunity and anti-discriminatory practice.

#### **Efficient and effective deployment of resources**

- Be responsible for the quality of resources for learning and the learning environment, ensuring they are used effectively and safely.
- To deploy resources and in particular the supervision and deployment of child support assistants reviewed on a regular basis to ensure that their intervention impacts on learner progress.
- Contribute to managing the ASD budget alongside the Head of School/SENDCo.
- Allocate available resources for maximum efficiency to meet the objectives of the school and to achieve value for money.

#### **Accountability**

- Maintain high quality records in line with school policy and procedures.
- Ensure that all transitions are well planned and implemented effectively.
- Support in the implementation of policies and procedures relating to health, safety and security, confidentiality and Data Protection.

### **Building community links**

- Positively promote professional and communicative relationships with colleagues on the campus, with other professionals and agencies, with families and the wider community.
- Lead the yearly whole school World Autism Awareness Week exhibition.

### **Personal and professional conduct:**

You are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for you conduct as a teacher.

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
- Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- Having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- Showing tolerance of and respect for the rights of others
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law
- Have proper and professional regard for the ethos, policies and practices of the school
- Maintain high standards of attendance and punctuality
- Have an understanding of, and always act within, the statutory frameworks which set out your professional duties and responsibilities.

### **YOU WILL HAVE:**

- Proven leadership skills and qualities.
- The ability to evidence consistently good and outstanding teaching and outcomes for all children.
- Experience of leading on SEND statutory paperwork, including the development of children's individual educational targets
- The ability to meet the needs of all children in a fun, safe and secure learning environment.
- A strong commitment to and understanding of inclusion.
- A strong commitment to whole school improvement.
- A strong knowledge of autism.
- The ability to work productively as a team.
- **Ideal training in:**
- Autism
- Makaton
- PECs
- SCERTs
- Team Teach