

JOB DESCRIPTION

TEACHER-in-CHARGE/MANAGER – MAINSTREAM AUTISM BASE

1.0 FTE

Establishment: Meadows First and Parkside Middle School

Reporting to: Head Teachers Meadows First and Parkside Middle Schools

Responsible for: The management of the Mainstream Autism Base (which straddles both of the identified schools above) and the teaching and learning of the pupils with an Autism Spectrum Diagnosis within that provision. Carrying out the duties of a school teacher as set out in the School Teacher's Pay and Conditions Document.

Main purposes of role:

- To formulate the aims and objectives of the Mainstream Autism Base (MAB) in line with the Local Authority Additionally Resourced Provision Policy
- To lead on the operational delivery through which the aims and objectives of the MAB are delivered.
- To develop and foster constructive relationships and processes to enable the MAB to function effectively and efficiently across two schools and several key stages, including the foundation stage.
- To administer, organise and manage the day-to-day operation of the MAB.
- To ensure that high standards of teaching and learning are maintained in the MAB.
- To be responsible for the health, safety and well being of pupils in the MAB and to act in accordance with County and School Guidelines on Child Protection concerns.
- To manage and supervise all staff working in the MAB.
- To ensure the practices and procedures in the MAB work in harmony with the whole school systems to facilitate inclusion and to monitor that inclusion.

- To co-ordinate curriculum developments, including special education and autism related needs.
- To work in partnership with key school staff, pupils, parents/carers and outside agencies.
- To provide specialist and personalised teaching to enhance the functional, social, emotional, physical, communication and academic development of pupils in the MAB.
- To work with the SENCO and to offer support and advice to staff in the main body of the school to assist them in meeting the needs of pupils with ASD.

Responsibilities, Duties and Tasks:

- To provide an effective teaching and learning environment to meet each pupil's developmental, autism and special educational needs.
- To assess the pupil's needs and develop and provide individual learning programmes and individual targets, which are implemented and evaluated regularly.
- To monitor and record pupil's progress and to share that information in line with the School and SEN practice.
- To ensure pupils have opportunities to evaluate and contribute to decisions about their own learning and to become as independent as possible.
- To work collaboratively with the individual with ASD, parents/carers, a broad range of professionals and voluntary bodies - and develop processes for this
- To develop and maintain clear and effective communication systems within the MAB, throughout the school, with parent/carers, outside agencies and the Local Authority.
- To evaluate the standards of teaching and learning in the MAB and ensure that high standards are maintained at all times.
- To evaluate the success of the MAB using the SEF and against a range of indicators agreed by the Local Authority

Professional Development:

- To keep up-to-date with research and current information related to ASD, Special Educational Needs and the National Curriculum

- To keep up-to-date and undertake, as necessary, further advanced training on autism and related topics.

General Duties:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post.
- To ensure that Health and Safety legislation, procedures and regulations are observed as they relate to the post's area of responsibility.

Contacts:

In all contacts the postholder will be required to present a good image of the School and the County Council as well as maintaining constructive relationships with all members of the County Council, Partner Agencies, Voluntary organisations, Service users and all stakeholders.

Notes:

This post is subject to an enhanced DBS

The job description is not necessarily a comprehensive definition of the post and the teacher may be required to undertake such tasks appropriate to the level of appointment as the Head of Service may require. It may be reviewed annually or earlier if necessary and it may be subject to modification or amendment after consultation with the post holder.