# Budmouth Academy Weymouth logo

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# Job Description

**Specialist Teacher and Manager for ASC/Complex Communication Needs Specialist Resourced Base Provision.**

**Reports to (designation): Principal/Director of Inclusion and SEND**

**Salary range: MS**

1. **Job Purpose**

To be responsible for leading and managing the provision of the ASC Base to enable high quality teaching and learning; effective use of resources; drive support of students learning to raise achievements

To work within Budmouth Academy mainstream secondary school to improve educational and social inclusion opportunities for pupils with ASC and complex communication needs

To collaborate with children and young people, families and other professionals from Health, Education and Social Services in order to improve outcomes for children and young people with ASC and complex communication needs

To keep colleagues and stakeholders up-to-date and informed of LA and DfES guidance, initiatives and policies, with regard to inclusion and education and standards; and fostering inclusive practices in relation to teaching, learning and safeguarding to ensure effective support for SEND students across the school.

1. **Job Duties and Responsibilities (including but not limited to)**
* To work in liaison with colleagues providing advice on interventions, methodologies and strategies for pupils with ASC and complex communication needs
* To give advice to colleagues to address all aspects of the barriers and ASC specific needs that are likely to impact upon progress and learning for students in the Base
* To work collaboratively with school staff including the SENCO, Class Teachers and Teaching Assistants, ensuring strategies are implemented, monitored, and reviewed
* To work in partnership with the appropriate professionals to plan effectively and monitor progress for pupils with ASC and complex communication needs, including contributing to one page profiles, reviews and reports
* To ensure that pupils’ and parents’ thoughts and wishes are considered throughout any intervention
* To attend Annual/Termly reviews and planning meetings, preparing reports as appropriate
* To keep records of interventions, write reports for school giving advice and strategies, as well as reports for Education, Health and Care Plans as requested
* To jointly devise and deliver training on Autism and complex communication needs to relevant school staff
* To work with the Director of Inclusion and SEND and colleagues to develop SEND Support and improve autism and complex communication provision across the school
* To attend meetings and professional development as appropriate and maintain an up-to-date knowledge of developments in the field of autism and complex communication needs
* To plan, deliver and assess the impact of a range of bespoke interventions to both groups and individual pupils across all key stages
* To work with the Director of Inclusion and SEND in timetabling teaching assistants in the Base to support students in class and during intervention, identifying opportunities to develop independence in the students in preparation for lifelong learning
* To line manage the team of teaching assistants in the Base
* To carry out annual and review appraisal meetings with teaching assistants in the Base
* Any other duties and responsibilities within the range of the salary grade
1. **Other Duties**
* To continue personal development as agreed at appraisal.
* To engage actively in the performance review process.
* To address the appraisal targets set by the line manager each Autumn Term.
* To undertake any other duty as specified by School Teachers’ Pay and Conditions Body

(STPCB) not mentioned in the above.

* To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
* To support the school in meeting its legal requirements for worship.
* To promote actively the school’s corporate policies.
* To comply with the school’s Health and Safety policy and undertake risk assessments as appropriate.
* To show a record of excellent attendance and punctuality.
* To adhere to the school’s Dress Code
1. **General**
* Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
* Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
1. **Knowledge and Skills**
* ICT to advance the teaching and learning of students
* ICT to monitor and review progress through the analysis of data
* High level of organisation
* Experience of inclusion practices: gender differences, differentiation, SEN, gifted and talented.
1. **Working Environment**
* Duties are normally performed in a classroom environment.
* Duties may be occasionally performed on field trips away from the school.
* The noise level in the work environment is usually moderate
* The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
* Employees will commit to using their influence with other staff and students to promote high standards of behaviour and order within the school.
* Working to maintain the school at the forefront of educational practice.
* Foster and sustain a culture of enterprise and creativity in all aspects of the school’s operation acting as a role model to students and to support the ethos of the school being responsible for promoting and safeguarding the welfare of children and young persons that the postholder is responsible for or comes into contact with.

**Job Description Prepared by: Principal**

**Date: August 2021**