

The Littlehampton Academy

Job Description - Teaching Staff



Teacher in Charge - The Scott Centre

Reporting to	SENDCo
Salary	TLR2b plus SEN1

Role Context and Purpose:

On behalf of WSCC, TLA operates a specialist centre for up to 15 students on the autistic spectrum. The Teacher in Charge of the Scott Centre (TSC) will ensure that the educational provision for students is in accordance with the Service Level Agreement (SLA).

Main Duties and Responsibilities:

This is a description of the main duties and responsibilities of the post at the date of production and may change over time as requirements and circumstances change. **These responsibilities are not exhaustive and the post-holder is expected to carry out any other related reasonable duties commensurate with their skills, abilities and grade..**

- Promoting opportunities for students on the autistic spectrum to be included as fully as possible in the life of the academy, both educational and social, thus supporting them to become well-rounded and confident individuals
- Managing the curriculum provision for students admitted to the centre
- Liaising with WSCC with regard to admissions
- Providing training to colleagues on the teaching and management of students on the spectrum
- Maintaining, evaluating and reporting on the progress of TSC students
- Managing interventions for TSC students, including liaising with external agencies, such as educational psychologists, speech and language therapists, occupational therapists
- Completing EHCPs and annual reviews for TSC students
- Liaising with the exams officer to ensure appropriate special arrangements for public exams
- Liaising with parents of TSC students
- Performance appraisal - the post-holder will appraise members of the TSC team.

This job description will be reviewed regularly and any changes will be made in consultation with the post-holder.

Additional Expectations

The responsibilities outlined above are in addition to those required of a subject teacher (see separate job description). All teachers are expected to meet the Teachers' Standards to a level appropriate to their experience and pay. Teachers on the upper pay scales are expected to make a significant and sustained wider contribution to the academy, which includes working with and leading colleagues.

All staff are expected to:

- promote the Woodard Christian ethos that embraces all faiths
- take responsibility for their own professional development and support that of colleagues where appropriate
- engage in the Academy appraisal process and support colleagues in achieving their own targets where appropriate
- have regard to guidance on keeping children safe in education
- observe health and safety requirements and play their part in ensuring a safe working environment

All TLA staff have an entitlement to high-quality induction and continuing support and development. All staff will have opportunities to discuss their professional needs, both through performance management and through other professional dialogues.

Safeguarding Statement The Littlehampton Academy is committed to equality of opportunity. We positively welcome applications from all sections of the community. The Academy is committed to safeguarding and promoting the welfare of children & young people & expects all staff & volunteers to share this commitment. Successful applicants will need to undertake, or currently hold, a DBS enhanced clearance for the Academy.

Equal Opportunities The Littlehampton Academy is committed to equality of opportunity and applications from all sections of the community are welcomed.