

**APPENDIX 2**

**JOB DESCRIPTION**

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| **Job Title** | Peripatetic Teacher for Pupils with an Autistic Spectrum Condition |
| **Position Number(s)** |  |
| **Department** | Children’s Services |
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**DESIGNATION:**

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| **Responsible to:** | Gabrielle Nyman |
| **Employees directly supervised** *(if applicable)***:** | NA |
| **Family Tree:** | |
| ***Indicate by means of a diagram the position of job within the organisation or attach an organisation chart.*** | |

1. **JOB PURPOSE:**

To provide specialist teaching and advisory support to children, parents, teachers and other professionals in relation to C&YP with and Autistic Spectrum Condition.

To contribute as a team member to the on-going review and development of the service using collaborative relationships and innovative delivery enabling students and their families.

To ensure an excellent service delivery to children and young people with Autism (0-25) through working in partnership with families, professionals, voluntary agencies and statutory agencies to raise achievement, promote inclusion, ensure wellbeing, and increase access to learning.

1. **DESCRIPTION OF DUTIES:**

# *List key personal duties in order of importance.*

1. To carry out the professional duties of a teacher as defined in the School Teachers’ Pay and Conditions document.
2. To support children and their families within a range of environments including their home, in school and at specialist medical appointments. Placing parents and young people as equal partners in the coproduction planning and development of delivery.
3. To assist the Local Authority in making full provision to meet the needs of pupils with Autism in Hammersmith and Fulham under the statutory legislative framework including C&FA 2014 Equalities Act 2010 and CoP 2015.
4. To ensure that the services for C&YP with Autism evolve using best practice delivery to maximise outcomes and independence.
5. To manage an active caseload advising and supporting teachers and schools with programmes of work as well as teaching and learning strategies for pupils with Autism.
6. To ensure aspirational target setting for pupils ensures high outcomes for learners with Autism.
7. To ensure that progress attainment and associated data of all students supported by the team is collected in line with service protocols and used to inform the planning and delivery of services.
8. To support, through planning and direct teaching, pupils moving into and out of designated provision for pupils with Autism within the Borough and in neighbouring Authorities.
9. To monitor and support the transition of pupils with Autism into post 16 education and up to 25.
10. To work in partnership with teachers, other professionals and with parents for the benefit of pupils and to record the child’s view of service delivery annually.
11. To deliver differentiated specialist INSET to professionals working with pupils with Autism.
12. To work collaboratively within all sections of Children’s Services to provide coherent and co-ordinated support to children, their parents and schools.
13. To make annual formal assessments of progress to inform programme planning.
14. To keep thorough and precise records of all activities and to ensure accurate data management informs targeted professional delivery to nationally accredited standards.
15. To contribute to Annual Reviews as necessary and to Full Specialist Assessments as required and requested.
16. To plan and undertake specialist personal professional development and maintain a current understanding and awareness of developments in relation to teaching children and young people with Autism.
17. To develop robust relationships with National specialist organisations to evolve services ensuring delivery is evidence based and maximising outcomes for C&YP with an Autistic Spectrum Condition
18. To manage allocated resources and deliver on any other duties as deemed appropriate by the Head of Service.
19. To participate in team and wider service developmental activities through excellent professional delivery and review.
20. To develop innovative opportunities for children and their families with Autism to participate in joint activities within the community and wider specialist activities.
21. To support the delivery of the Early Bird Programme and other specialist accredited interventions within Hammersmith and Fulham
22. To participate in robust teachers performance management process reflecting the local area and service strategic priorities
23. Occasional weekend working may be required. Time in Lieu will be available to accommodate this.

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**Civil and Other Emergencies**

To support the Council’s role in planning for and responding to civil and council emergencies using skills/expertise of the post holder, and in accordance with council emergency procedures. To provide emergency contact details for the purposes of emergency and service continuity plans.

**I.T.**

To use the Council’s office-based and mobile IT services for the input, access and transmission of information using the appropriate level of information security and classification through the use of electronic mail, diaries, word-processing, spreadsheets and databases as well as any specific job-related applications as required to carry out the duties of the post.

**Information Management**

To comply with information rights legislation and the Council’s data quality standards by applying information management related policies.

To report instances of non-compliance, errors, omissions or inadequacies in procedures to the business unit manager.

**Equal Opportunities**

To know and adhere to the Council’s equal opportunities policy and equalities legislation and implement in relation to job responsibilities in employment and service delivery.

**Health and Safety**

To take reasonable care for his/her own health and safety and any other person(s) who may be affected by his/her acts or omissions at work, in accordance with the Health & Safety legislation.

To co-operate with the Council insofar as is necessary to enable it to comply with its duties under relevant health and safety legislation.

**Smartworking**

Work under the council’s smart working policy and timesheet to assist in providing value for money to clients.

**Safeguarding of Children, Young People and Adults (for all front line staff in Children’s Services and Adult Social Care)**

To be aware of and work in accordance with the Council’s child and adult protection policies and procedures in order to safeguard and promote the welfare of children and adults and to raise any concerns relating to such procedures which may be noted during the course of duty.

**I agree to the above job description**

**Post Holder………………………………………………………………**

**Date………………….**

**Director / Chief Officer…………………………………………………Date………………….**

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**SELECTION CRITERIA/PERSON SPECIFICATION**

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| --- | --- |
| **Job Title:** |  |

**Conditions to Note :**

**Candidates**:

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It’s essential that you give at least one example of your ability to meet each of the 5 Values and Behaviours: Responsive, Innovative, Collaborative, Enterprising and Serving our Public.

**Recruiting Managers**:

The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

**Values & Behaviours**

The London Borough of Hammersmith and Fulham has identified 5 key behaviours and values which should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours. Candidates applying for managerial/leadership roles should also demonstrate two additional leadership behaviours.

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| **A** | **Equal Opportunities**  Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care and service delivery, and the ability to implement these policies in the workplace. |
| **B** | **Qualifications:**  Qualified Teacher Status  Additional SEN qualifications preferably in Autism  **Essential:**  Qualified Teacher Status  Additional Specialist qualifications in Autism  An exceptional candidate will be considered who does not have additional specialist qualifications  **Desirable:**  Experience of working with children and young people with a Autism and range of SEN in an educational setting  An up-to-date knowledge of current SEN legislation and practices  Experience of working collaboratively within a multi-agency framework.  Proven track record of high quality outcome focussed delivery.  Experience of delivering “The Early Bird Programme” for families  Some management, advisory, or peripatetic experience would be useful. |
| **C** | **Knowledge & Experience:**   * Knowledge of current/planned legislation and policies in the area of SEN, disabilities and pupil inclusion * Experience of working in mainstream and/or special school settings with children with Autism * Experience of setting aspiration targets for learners and demonstrating excellent outcome focussed delivery. * Successful experience in developing and implementing policy for children with Autistic Spectrum Conditions in a range of schools and educational settings * Successful experience of collaborative work with other agencies to ensure high quality provision for pupils with Autism * Understanding and experience of securing the views of children and parents/carers to support their child’s learning as well as inform service developments * Knowledge and understanding of the key features of inclusive teaching and learning but also understanding the impact of a new diagnosis upon children and their families * Knowledge of specialist technological equipment that enables access to learning for children and young people with Autism * Experience of motivating groups of professionals to innovate through a solution focussed creative approach to deliver optimal outcomes for learners * Excellent written, communication and organisational skills to inspire and support delivery of an outstanding service |
|  | **Our Values & Behaviours** |
| **D** | **We have a ‘can do’ attitude and respond to the needs of others quickly, positively and appropriately:**   * I listen, acknowledge what is needed and respond promptly and appropriately * My actions and decisions are informed, balanced, reasonable, transparent and well explained * I take responsibility for my actions and enable others to take action or make decisions too * I anticipate and plan to meet future needs * I seek regular customer feedback on how my service is received and make improvement where is needed |
| **E** | **We embrace change and constantly seek ways to improve the way we work:**   * I look for better ways of delivering my service to add value for my customers and the taxpayer * I am open to new ideas and encourage a creative environment where these can emerge * I make things simple and easy-to-access for my customers/residents * I embrace change and build on new opportunities that emerge * I act as a role model exploring all sectors and adopting best practice to deliver my service |
| **F** | **We work well together to achieve a common goal:**   * I am sensitive to the needs and preferences of others, respect them and adapt my behaviour as appropriate * I share knowledge and am open to learning from others * I am open to constructive challenge from others and seek and act on feedback * I invest time in building and maintaining my relationships with internal and external partners * I recognise and show that I value the contribution of others |
| **G** | **We are resourceful and seek the best deal when looking for ways to improve value for money:**   * I deliver high quality services in spite of diminishing resources and do not overspend * I seek ways to reduce cost and work with others to get better value for our taxpayers * I have a commercial outlook and look for ways to generate income * I focus on delivering results and outcomes * I challenge existing practice to ensure continuous improvement and support new ways of working |
| **H** | **vice to**  **We put the public at the heart of everything we do, lead by example and take pride in serving our public well:**   * I set high standards for myself and ensure that * I deliver the best possible service that reflects diverse needs * I put citizens at the heart of everything I do * I enable others to make informed decisions by providing clear and concise information * I am aware of my role within the local authority and deliver services in order to balance competing needs * I treat others with courtesy, fairness and transparency when delivering public services |
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