ASSISTANT DIRECTOR OF SKILLS FOR LEARNING

Autism Provision

# Job title Assistant Director of Specialist Autism Provision (The Base)

# Responsible to Director of Learning

**Key interface with** The Base Team, Directors of Learning, Skills for Learning Team, mainstream teachers, Learning Support.

# Salary 9 point range from £22,917 to £38,633 with TLR1C £7,699

# Contract Permanent, Full Time

**Teaching** 39 hours per fortnight

## Strategic purpose – what you are trying to achieve

* Outstanding outcomes for students and staff
* Outstanding teaching and learning throughout the academy
* The development and continual improvement of The Base (specialist provision for students on the autism spectrum).
* High quality outreach support for students on the autism spectrum within Rawlins Academy and other schools where appropriate

# Key responsibilities – what you are responsible for

* Supporting and deputising for the Director of Learning
* Lead teacher for The Base (autism provision)
* Liaising with parents, carers and other agencies
* Developing and delivering individualised learning programmes for students to ensure they reach their full potential
* Tracking, monitoring and evaluating student progress
* Implementing interventions for students with autism and monitoring progress
* Promoting a positive learning environment and an achievement culture
* Ensuring that students are cared for, challenged and successful
* Being an exemplary role model for students and colleagues
* Promoting caring and productive relationships between and among staff, students and parents

**Leadership and Management**

All staff are expected to promote achievement and excellence at Rawlins. Those in leadership and management posts should encourage high expectations and actively promote the ethos of the school. They are expected to share responsibility for ensuring the good conduct and progress of all students, and the wellbeing and professional development of all staff.

# Key Competencies – skills and qualities you must demonstrate

* Good attendance and an abundance of energy
* Advanced understanding of autism, related conditions and strategies to meet the needs of students on the autism spectrum
* Reliability and integrity
* The ability to inspire, motivate, challenge and support staff
* The ability to delegate tasks and responsibilities appropriately
* High expectations of staff achievement
* Excellent interpersonal skills
* The ability to function effectively under pressure
* The ability, when necessary to act quickly and decisively
* Preparedness to show initiative and take risks
* Good judgement and knowing when to seek advice or support
* The ability to engender a team spirit and a pride in Rawlins, Skills for Learning and The Base (autism provision)
* Commitment to the Rawlins Way and Christian and British values.

# Specific tasks – what you must do

* Assist the Director of Learning in ensuring outstanding teaching and learning across the faculty
* Assist with the development and organisation of the autism provision curriculum, delegating staff and resources as appropriate
* Work in partnership with mainstream staff to ensure effective inclusion for students.
* Develop and share good autism practice across the school in partnership with Skills for Learning and Learning Support
* Implement the Academy, Skills for Learning and autism provision Improvement Plans
* Track the progress of the students, intervening where appropriate to ensure outstanding outcomes
* Liaise with the Education Psychology Service, specialist support teams and other relevant agencies in providing assessments, reviews and plans for students
* Chair Person Centred Review meetings
* Assist the Director or Learning in overseeing the transition process for students moving between key stages (including key stage 2 and post-19)
* Ensure outcomes of Education Health Care Plans are met and reviewed
* Provide mentoring and coaching for staff in order to support their professional development and to enhance their teaching expertise
* Assist the Director of Learning to ensure that standards across Skills for Learning and the autism provision are consistent, seeking out and sharing good practice
* Assist in the appointment of new staff
* Ensure that performance management is conducted efficiently and effectively
* Assist the Director of Learning in planning for the continual professional learning of teachers and support staff
* Ensure that school policies are applied consistently and rigorously, particularly those relating to special educational needs, teaching and learning, assessment, behaviour and attendance
* Demonstrate a commitment to Out of Hours Learning and enrichment activities and ensure that there is a full programme available for students
* Encourage the use of ICT in all appropriate aspects of teaching and learning, and administration
* Ensure that Skills for Learning and the autism provision is fully inclusive
* Undertake such reviews of progress as are required
* Attend relevant meetings, seminars and conferences
* Liaise with partners such as Learning Support
* Other reasonable duties that the Principal may ask you to perform

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

To uphold and promote the Rawlins Way

* + *We respect and care for each other*
  + *We work hard to learn and to achieve*
  + *We face challenges positively together*

Other reasonable duties that the Principal may ask you to perform

Dated:                  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed:             Postholder:        \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

                              Principal:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_