



JOB DESCRIPTION	
Job Title	Head of Autism Research and Development
Reporting To	Headteacher
Line Manager Of	n/a
Pay	Circa £30,000

Job Purpose

1. To work as part of the school's Strategic Leadership Team, providing support to the Headteacher in ongoing development of the school.
2. To develop, implement and promote the school's Autism Research and Development Strategy and through it:
 - Engage all stakeholders in evidence-based practice inquiry
 - Share knowledge and latest research to drive evidence-led practice within and outside of the school
 - Develop new projects
 - Build professional contacts
 - Maximise funding sources
 - Work with the students, families and the staff to create new and effective methods of working
3. To establish Traded Service provision to offer a range of external services, including:
 - Outreach provision to other educational establishments
 - Training and development programmes
 - Maintain and develop the school's network of partners and clients, funders, academics, policy makers, associates, supporters and publishers
4. Build and strengthen Abbot's Lea School's provision and its external reputation through local, regional, national and international public relations.

Key Responsibilities

1. Research and Development Strategy design and implementation, ensuring full integration with ALS's other programmes of work.
2. Development of relationships with funders, to ensure mutual understanding of research priorities.
3. Maintenance of existing, and development of new, funding sources to implement the strategy delivery.
4. Delivery of high quality research and policy outputs.

5. Supervision of staff and associates working on research projects.
6. Maintain good relationships with all stakeholders including students, families, staff and funders throughout the delivery of projects, including formal reporting.
7. Developing, delivering and assisting on high-profile engagement processes.
8. Developing networks for the school in relevant fields and maintaining two way communication with these networks.
9. Representing the school at internal and external events.
10. Producing a wide range of written outputs including high quality, well targeted policy briefs, blogs and other publications.
11. Networking with academics, central and local government and elected representatives, third sector and think tanks, as well as funders.
12. Managing researchers, volunteers and interns.
13. Developing the research programme budget and providing reports on these.

Safeguarding Responsibilities

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| 1. Adhere to School Safeguarding Policy and ensure the safety of students at all times. |
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Leadership Responsibilities

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| 1. Be an excellent role model to both staff and students and adhere to the ALS Golden Rules at all times. |
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Professional Standards

None applicable.

PERSON SPECIFICATION	
Criteria	Essential / Desirable
Qualifications	
Degree level qualification which includes social research methods	Essential
Postgraduate level qualification which includes social research methods	Desirable
Skills	
Able to use both qualitative and quantitative research methods	Essential
Excellent knowledge of the latest theories and debates about education, special education and autism	Essential
Proficient in use of social networking to promote school activity and achievement	Essential
Able to communicate effectively and appropriately with diverse audiences, including a public policy audience	Essential
Strong networks in one or more of – education, special needs, autism, academic research, health, science and society or central or local government, with ability to diversify as necessary	Essential
Proficient ICT skills, especially Microsoft Office programmes	Essential
Understanding of the education, social care, health and employment sectors	Essential
Experience	
Ability to use statistical software	Essential
Significant experience of project delivery	Essential
Leading or participating in the development and delivery of a research strategy	Essential
Developing successful funding bids with statutory and / or grant funders	Essential
Presenting to stakeholders, including students, families, staff and senior external audiences	Essential
Managing and reporting on budgets	Essential
Training design and delivery / facilitation to audiences of all ranges	Essential
Working at Strategic Leadership Team level and / or with Governors or equivalent	Desirable
Other	
Enhanced DBS and Children's Barred List Check.	Essential
Participate in relevant training and development opportunities.	Essential

Original copies of certificates will be required prior to appointment.

Employee Name	Employee Signature