

Job Description

Job Title: Resource Base Lead

Responsible to: SENDCO Assistant Head Teacher

Scale: PO4 Points 36-39

Main Purpose

The ideal candidate will take a lead role in managing and delivering pastoral support to students within the ASD & SEMH Resource Base, including the supervision of students; delivery of programmes of work; managing behaviour and the line management of Learning Mentors

Key Tasks & Responsibilities

- To lead on day to day management of Resource Base students, including attendance, registers, parental contact, monitoring, organising interventions and providing staff & student support.
- To lead on the deployment of Resource Base Learning Mentors
- To take a lead role in managing behaviour in the Resource Bases in line with the schools behaviour policies and evidenced- based good practice.
- To create pastoral support plans for all students in the Resource Base
- Flagging up students of concern to the DSL where required
- Conducting Home Visits as required / appropriate
- To have responsibility for setting , monitoring and tracking non- academic targets
- To make referrals to outside agencies as appropriate
- Work closely with the SENDCO/Educational psychologist and/or Speech and language therapist to carry out assessments and create student profiles for teaching staff
- With the Resource Base Teacher to be a point of contact between the school and external agencies involved in supporting students .
- With the resource Base Teacher, to attend and where necessary chair meetings (CIN Meetings), annual reviews and other meetings with external agencies
- To maintain regular contact with families/carers of students of the Resource Base
- When necessary, to work with multi-agencies and outside agency specialists and to provide bespoke interventions

- Support identified students when they are accessing mainstream classes and support staff to make adjustments to the mainstream classrooms
- Provide feedback to pupils and their parents / careers in relation to progress, achievement, behaviour and attendance.
- Recognise and respond to individual needs
- Promote independence and use appropriate strategies to recognise and reward achievement in line with school policy
- Promote a safe, stimulating environment
- Build and hold positive relationships with all students
- Regularly seek and respond to student voice
- Promote the inclusion and acceptance of all students
- Seek feedback from staff regarding student progress, and work to support the transference of intervention strategies into mainstream lessons.

Skills and subject knowledge

- Excellent command of written and spoken English
- Evidence of relevant SEND training and/or on-going CPD
- Substantial experience of working with students with SEMH and Behavioural needs- including implementation of de-escalating strategies.
- Previous experience of managing people and resources

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings both during and after the school day as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of students out of lesson times, including before and after school and at lunchtimes
- Accompany teaching staff and students on visits, trips and out of school activities as required

Equal Opportunities

- Implement the Council's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council's service.
- To actively learn about, contribute to and promote the school anti racism policy including reporting and challenging bias
- Be aware of and support differences and ensure all students have equal access to opportunities to learn and develop.

Safeguarding

- Demonstrate due regard for safeguarding and promoting the welfare of children and young people and follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.

Health and Safety

- Work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school.
- Ensure compliance of procedures are observed at all times under the provision of a safe system of work through safe and healthy environment and including those and including such information, training instruction and supervision as necessary to accomplish those goals.

Data Protection

- When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 1984 and General Data Protection Regulations (2018) for the security, accuracy, and significance of personal data held on such systems.