

Job Description

Role: Head of the Autism Resource Base

Responsible to: Head of Inclusion

Responsible for: Resource Base team

Grade: MPS or UPS plus SEN allowance and TLR dependent on skills and experience.

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| <p>Core purpose of post</p> | <ul style="list-style-type: none"> • Manage the Resource Base through a phase of change from a Dyslexia Resource Base to an Autism Resource Base. • To lead the resource base, of up to 25 pupils, who have a diagnosis of Autism Spectrum Disorder (ASD) within the inclusive context of the school. • Ensure that the needs of the pupils who attend the provision are met and that pupils achieve the highest possible outcomes. • Actively be involved in teaching students with ASD |
| <p>Key Accountabilities</p> | <ul style="list-style-type: none"> • To lead on the education, safeguarding and welfare of all pupils within the ASD Resource base. • To lead and manage the other teaching and support staff working in the Resource Base and to deploy support staff effectively and efficiently. • To lead and model the quality first teaching of pupils with ASD within the provision and when pupils are in mainstream. • To devise appropriate individual programmes for pupils, ensuring that they have a broad, balanced and relevant curriculum, including the National Curriculum, which addresses academic, social and personal targets with specific reference to the learning style of pupils with ASD. • To be responsible for the progress and achievement of all pupils within the ASD Resource Base and to adapt and refine the provision provided through ongoing monitoring of outcomes. • To provide advice, support and training to whole school staff to facilitate the inclusion of pupils with ASD in social and academic activities. • To ensure that all staff and whole school policies promote the ethos and approaches of an autism-inclusive school. • To lead on the self-evaluation and development planning of the Resource Base as part of the whole school continuous improvement cycle. • To provide formal written reports to the Governing body and other stakeholders on the outcomes for pupils within the ASD Resource Base as part of the whole school monitoring cycle. • To collaborate with the senior leadership team on priorities for the ASD Resource Base including expenditure and deployment of staff, utilising resources for maximum efficiency. |

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| | <ul style="list-style-type: none">• To manage and make efficient use of the allocated budget for the effective running of the Resource Base including ensuring that the learning environment includes appropriate resources, equipment and materials.• To work with the local authority to lead on the admissions of pupils in to the ASD Resource Base adhering to the SEN code of practice and plan for transitions in and out of the provision.• To lead on annual review meetings for pupils within the ASD Resource Base in line with the SEN code of practice and to provide written reports and gather other professionals' views where appropriate.• To understand the place of the provision within Lewisham's local offer for children with ASD and be involved in the development of education of pupils with ASD across the local authority.• To establish and maintain partnership working with other professionals, services and therapists to ensure that the individual needs of all pupils are met.• To build positive relationships with parents/carers of pupils in the ASD Resource Base providing ongoing advice and support to ensure a consistent approach across both home and school.• To keep up-to-date with current research on ASD practice and disseminate as appropriate through leading staff meetings where appropriate and ongoing CPD across the school.• When time and resources permit, and subject to the agreement of the Headteacher, to provide advice to other local schools for specific identified pupils who would benefit from an ASD-specific provision.• To carry out any other reasonable duties and responsibilities as identified by the Head Teacher commensurate with the level of responsibilities of the post |
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