

JOB DESCRIPTION



Authority: Head of Autism Resource	Department/Division Education, Children & Young People
Post Reference No:	Location:
Job Title:	Grade/Salary Range:

JOB PURPOSE

- To lead in the planning of provision for pupils with ASD in conjunction with school staff and outside agencies.
- To support the development of provision for pupils with Autism in the mainstream school.
- To line manage the second teacher and teaching assistants in the resource.
- To establish individual and group teaching programmes for pupils with ASD within the school.
- To provide ongoing training and support for staff working in the resource and the main school.
- To work in partnership with the ASD mainstream service within Local Authority.

MAIN DUTIES AND RESPONSIBILITIES

- To co-ordinate planning of individual teaching and support programmes in conjunction with school staff.
- To ensure a focus on working towards agreed outcomes and independence for pupils in the resource
- To ensure a partnership approach is maintained for pupils in the Resource, to include close working with parents, pupils, the school SENCO and other practitioners.
- To liaise with relevant outside agencies, including health and social care
- To liaise and meet with parents.
- To deliver individual and small group teaching to pupils in the resource and others as appropriate
- To plan, deliver and evaluate appropriate interventions for pupils in the resource, for example Social Skills and Anger management
- To monitor development of Support and Achievement Plans and to write reports for annual reviews in conjunction with appropriate school staff and to maintain appropriate records in relation to individual pupils.
- To arrange and chair Annual Reviews for pupils in liaison with the school SENCO and Headteacher
- To plan and coordinate the work of teaching assistants and support staff in relation to individual pupils or groups of pupils
- To undertake the performance management of the second teacher and appraisal process for teaching assistants in the resource
- To plan, arrange or deliver training for resource staff and mainstream staff
- To advise on whole school issues and policies with regard to pupils with ASD.
- To provide relevant information for staff in mainstream in relation to individual needs and

outcomes

- To be up to date with current thinking and research in meeting the needs of individuals with ASD.
- To service and support termly support and review meeting in conjunction with all agencies.
- To lead the team to promote an appropriate ethos with the resource and the mainstream school
- Planning and reviewing deployment of staff to meet the needs of individual pupils and provide appropriate support for individual pupils
- Make visits to other homes and settings as necessary to meet needs of pupils and support effective transition into and out of the ASD resource
- Collect and use data to monitor and plan provisions for pupils

SCOPE OF JOB (Budgetary/Resources Control, Impact)

In negotiation with the Headteacher. The postholder will have responsibility for the deployment of the Resource Budget.

PERSON SPECIFICATION



Job Title: HEAD OF AUTISM RESOURCE	Department/Division: Education, Children & Young People
Authority: West Berkshire Council	Post Reference No:

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training	<ul style="list-style-type: none"> Qualified teacher 	<ul style="list-style-type: none"> Qualification in ASD/SEN
Competence Summary (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> Detailed knowledge of effective practice to support mainstream teaching to promote positive learning for ASD pupils Build positive relationships with pupils to ensure they reach academic and social potential Ability to prioritise and problem solve in a fast changing highly charged environment Experience in planning and delivering differentiated teaching and learning for pupils with ASD in a classroom environment Experience of planning, delivering and evaluating individual and small group intervention programmes, with a focus on ASD Ability to assess and monitor pupil progress, both in curricular area(s) and in 	<ul style="list-style-type: none"> Experience of working with pupils with ASD in a mainstream environment

	<p>relation to ASD needs</p> <ul style="list-style-type: none"> • Ability to write pupil profiles, behaviour strategies," Use, Assess, Plan, Do" from SEND Code of Practice with a focus on outcomes • Ability to maintain organised and up to date records • Ability to contribute to review meetings through writing reports and speaking at meetings • Ability to plan, deliver and evaluate training in relation to ASD for teachers, TA's and other school staff • Ability to liaise with parents to offer support, guidance and advice • Ability to manage complex and sensitive staffing issues • Knowledge of the SEND Code of Practice 2014 and The Equalities Act 2010 	
Work-related Personal Requirements	<ul style="list-style-type: none"> • Ability to work flexibly in partnership with school staff, other professionals, parents and pupils • Excellent interpersonal skills • Excellent communication skills, both written and spoken 	
Other Work Requirements	<ul style="list-style-type: none"> • Driver 	