

Job Description: Lead ASD Base Teacher

Job Title: Lead ASD Base Teacher

Salary: MPS/UPS + £ TLR2b

Job Purpose:

The post holder will support the work of the Senior ARC Leader / SENCO to ensure that there is consistency of teaching, continuity in context and skills, and high standards within the ASD Base.

The postholder will have specific and identified levels of responsibilities commensurate with the level of this post, within the six generic areas of job definitions for holders of TLR allowances.

These generic areas are:

Teaching and Learning

Performance Management

Contribution to school development

Personnel

Student outcomes

Resources

Duties and Responsibilities:

These will be in specific areas in support of the Senior ARC Leader / SENCO responsibilities for the ASD Base.

Teaching and Learning

- Act as a role model and lead professional for members of the team
- Manage and conduct appropriate monitoring and evaluation procedures, including lesson observations, to ensure high standards of teaching and learning
- Maintain a positive climate for learning based on high expectations of students and their potential
- Take appropriate steps to support staff in developing their teaching practice including the organisation and delivery of appropriate training, advice and coaching activities
- Use and apply data effectively to ensure students progress is monitored against targets and prompt action is taken to address any concerns
- Ensure that marking and assessment procedures are followed consistently by all members of the team, in line with school and department policy, including the application of Assessment for Learning processes and techniques
- Plan and review schemes of work which incorporate all statutory requirements and which demonstrate the use of appropriate and varied teaching and learning strategies
- Ensure that the needs of all students within the ASD Base are known and met effectively, including students with learning and behavioural needs, using appropriate strategies and support mechanisms to achieve this
- Develop opportunities for enhancing the curriculum experience for students including the provision of booster classes and other extension activities
- Monitor and review the range of curriculum options and opportunities offered to students and advise on and manage the introduction of new provision where appropriate

Performance Management

- Take responsibility as Team Leader for an agreed number of staff
- Meet regularly with staff to monitor progress towards objectives
- Carry out lesson observations as required as part of the monitoring arrangements
- Conduct an annual review of performance against agreed objectives

Contribution to school development

- Contribute to the development of school policy through participation in appropriate meeting groups, committees and working parties
- Liaise as appropriate with external agencies
- Support the school ethos and policies in relation to students, parents, the local community and other external groups
- Provide reports as appropriate for Governors (Local Council) on activities and progress within the area of responsibility

Personnel

- Participate in and advise on the appointment and selection of new staff
- Provide support, guidance and leadership to all members of the team
- Clearly articulate and promote a shared understanding of and commitment to the vision for the school and its development at both team and whole school level
- Delegate tasks appropriately within the team
- Chair team meetings
- Mentor and support new staff
- Provide advice to the Headteacher as required on matters including threshold and upper pay spine progression for members of the team
- Prepare confidential references for members of the team as required

Student outcomes

- Be accountable for the performance of students against targets within the ASD Base
- Prepare reports as required analysing student progress and performance in the designated area

Resources

- Establish and maintain a safe, healthy and attractive environment for learning
- Manage budgets allocated to the area of responsibility, following all school procedures
- Deploy staffing and physical resources effectively to support the delivery of high quality teaching and learning
- Ensure all relevant Health and Safety requirements are complied with, bringing concerns to the attention of the relevant staff promptly

Lead ASD Base Teacher

Job Role Specifics

ASD Base

- Coordinate and lead the ASD provision
- To develop curriculum resources to ensure that pupils within the ASD Base have the required levels of support
- To deliver a range of activities to pupils on a one to one or small group basis
- Participate in Annual Reviews, SEN reviews and complete required paperwork (all SEN and Base)
- To liaise with relevant outside agencies to ensure that individual pupil needs are met effectively and that the requirements of the Education Health Care Plan are met fully (all SEN and Base)
- Ensuring that accurate and detailed records are kept of meetings and discussions with parents and outside agencies (all SEN and Base)
- To provide guidance to staff on the choice of appropriate teaching and learning methods to meet the needs of pupils accessing the base
- To work with the SENCO to manage the budget and resources allocated to the ASD Base
- To support with the transition of pupils accessing the ASD Base.
- To deliver whole staff/AGS Inspire ASD specific training.

SENCO support

Key functions

To assist the SENCO in leading the provision for SEN within school. This includes, but is not limited to, the following:

- To assist the SENCO in leading the provision for special educational needs within the school
- To manage appropriate resources for SEN and ensure that they are used efficiently, effectively and safely
- To work with the SENCO to develop, implement and track intervention groups and support.

Specific Responsibilities

- To support the provision of SEND, the writing of Learning Passports and assist with the applying of statutory EHC plans as required.
- To liaise with and inform parents/carers about the specifics of the SEN provision for their child under the direction of the SENCO.
- To support/lead ARC team meetings, communicate information to staff and co-ordinate resulting action.
- To advise and support teaching staff in providing a quality first teaching approaches for all students with additional needs, under the direction of the SENCO.
- Alongside the SENCO and ARC Connect Lead, assist in the creation and delivery of the AGS Inspire programme for Support Staff.

