

CHILDREN’S SERVICES

JOB DESCRIPTION

**POST TITLE:** SEND Inclusion Officer: Communication & Interaction - Autism

**GRADE:** Band 6

**RESPONSIBLE TO: SEND** Specialist Inclusion Officer: Communication & Interaction - Autism

**Overall Objectives of the Post:**

To work as a member of the Inclusion Service to advise and support school staff on autism specific teaching and learning strategies in order that they are able to meet the individual needs of children. This role will include supporting schools with the use of the SEND Ranges, working in partnership with the setting and other agencies/Services to ensure the best outcomes for children as well as monitoring the impact of additional support given.

# Key Tasks of the Post:

1. ***You will provide an effective monitoring and advice Service implementing a wide range of autism specific strategies for school age children with SEND managing your own allocated case load.* *You will*:**
* Observe children in settings, giving advice and support to teachers, TAs, HLTAs and other support staff on autism specific strategies and appropriate interventions. Model and support with individualised plans and strategies working alongside and taking account of advice from other professionals where appropriate.
* Give advice on appropriate strategies to be used on an individual and whole school basis, promoting and supporting the effective inclusion of children attending mainstream schools. You will monitor impact on follow up visits.
* Assist staff with monitoring, recording and evaluating pupils’ needs and the appropriate strategies to be used. You will provide verbal and written feedback on observations undertaken both to the setting and the Inclusion Service Management.
* Have a sound knowledge and understanding of the SEND Ranges and be able to support settings in accurately determining the range at which is child is presenting.
* Observe children and young people referred into the Service, discuss with the setting’s staff the child’s presenting needs and agree a SEND Range. Appropriately challenge any discrepancies with the setting’s assessment of the SEND Range with the Teacher or child’s Key Worker, keeping up to date accurate records.
* Share observations and written reports with the Inclusion Service Lead for use at SEND Panels.
* To review the child’s progress with staff working with them, supporting in the process of devising and implementing the next steps in the child’s learning and monitoring progress during follow up visits.
* To offer inset training to individual settings and other professionals where appropriate.
* Attend Child Protection/ Child in Need/ Looked after Child Reviews /Early Help meetings, Education Health and Care Plans where appropriate under the direction of the Advisory Teacher for Autism.
* Be able to work with individual children or small groups to model appropriate strategies to Teachers, Key Workers, HLTAs.
* To be able to manage your own case load assigned by the Service Lead.
* To identify cases where Top Up Funding or EHCNA may be appropriate and discuss these with the Advisory Teacher for Autism.
* Excellent observational skills and knowledge of child development and children with SEND.
1. ***You will support the inclusion of children with autism in mainstream schools, providing support and advice on an individual and whole school basis as well as delivering training to support inclusive practice. You will:***
* Work in partnership, liaising with parents/carers, mainstream and specialist settings when appropriate.
* Deliver training to schools on good autism practice.
* Select, design and prepare resources to support individual pupils and create templates for use across multiple settings.
* Run groups for parents of children with autism alongside schools. This will include offering individualised support/advice to parents during the sessions.
* Liaise with associated professionals via email, telephone, correspondence and meetings. Liaise with schools about the children entering their provision during transition periods.
* Represent the Inclusion Service at multi-disciplinary meetings and reviews where appropriate.
* Attend regular supervision/ staff and peer meetings with the Inclusion Service Lead/Advisory Teacher for Autism (Primary).
1. ***You will be responsible for providing support to the Service Management. You will:***
* Attend Service meetings and share views for Panel meetings.
* Provide information on children’s development and Service use.
* Be part of the monitoring process for Top Up Funding.
* Maintain exceptional standards regarding issues relating to confidentiality.
* Identify trends and training needs for specific settings and communicate these with the Inclusion Service Management.
* Be confident in own practice to model and implement strategies in settings to teachers, HLTAs, Key Workers and parents and professionally challenge where appropriate.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: AR/CL

Date: 24.03.23