

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT: Children's Services

POSTHOLDER:

SECTION: Inclusion Learning and Achievement

GRADE: Teachers Main Professional Scale (UPS + SEN + TLR2), Inner London Allowance

POST DESIGNATION: EAH Specialist Autism Outreach Teacher

Purpose of Job:

- I. To increase capacity for early, proactive, evidence-based support for children and young people with social communication needs or autism in mainstream schools, delivered primarily through group and cohort-based interventions as part of the Experts at Hand model, working alongside the Experts at Hand Navigator and multi-disciplinary team to ensure schools can identify and respond to need in a timely way.
- II. To ensure consistent high quality educational provision and practice for children and young people with autism within your assigned Experts at Hand cluster of schools, including monitoring and advising using frameworks such as the Autism Education Trust (AET) Standards.
- III. To support the development of provision for students with autism, including developing new provision and supporting established provision through staff training, support and advice on group-based interventions for school staff.
- IV. To develop and maintain a cohesive overall strategy for pupils with social communication needs and or autism across all phases of education, ensuring effective, multi-disciplinary work and promoting inclusive practice that leads to measurable, improved outcomes for all students.
- V. To promote the awareness of students with social communication needs or autism within schools, supporting them to become neurodivergent friendly settings.

- VI. To support the Autism Outreach Team Lead in delivering the Service Development Plan, linked to the LA Children and Young People's Plan, SEND Strategy, and Experts at Hand pilot.
- VII. To lead within your assigned Experts at Hand cluster, providing advice and professional development to schools and specialists working within it.
- VIII. To develop provision to support students at risk of exclusion within your Experts at Hand cluster, working alongside other Experts at Hand specialists.
- IX. To fulfil the role of Specialist Advisory Teacher providing advice and consultancy, support and training to school staff, parents and carers, pupils and others, as appropriate.
- X. To support the recruitment and induction of new staff to the service.
- XI. To line manage a group of staff including appropriate supervision, professional development and management of sickness absence and performance.
- XII. To develop the autism specific resources available within the team to support the needs of students with autism.
- XIII. To link with families and all other agencies supporting the children ensuring a coordinated approach.
- XIV. Manages up to 6 directly managed staff.

Main Duties:

1. To deliver group-based or cohort-level interventions, including jointly with other specialists in the cluster, in line with Experts at Hand delivery principles.
2. To work with the Experts at Hand Navigator and multi-disciplinary team to review incoming school support requests and determine the most appropriate response.
3. To conduct regular visits to schools within an assigned cluster, building understanding of each school's context and challenges, and identifying emerging need early.
4. To attend regular meetings as part of the Experts at Hand pilot, sharing learning and iterating the offer.
5. To assist in the strategic planning of the Experts at Hand offer within your cluster, ensuring targeted, evidence-based support that has a measurable impact for children and young people with autism, setting performance indicators and contributing to pilot evaluation reporting as required.

6. To be proactive in the development of the Autism Outreach Experts at Hand offer within your cluster and ensure continuous consultation with schools, parents/carers, children and young people.
7. To develop new initiatives within the service e.g. Attention Autism, Behaviour Support Plans including developing the training programmes, implementation plan and linked training and documentation in specific designated areas of specialism.
8. To raise the attainment of pupils with social communication needs and or autism, through support to schools, monitoring progress and challenge and support as appropriate.
9. To assist with developing monitoring and evaluation systems, including record keeping, to ensure excellence and quality of service delivery.
10. To participate in multi-agency meetings to review and develop future support for children and young people such as TACS and child protection meetings.
11. To participate in the development of the programme of support and training for parents and carers across all phases.
12. To line manage a group of staff to include:
 - Planning and implementing a high-quality induction training programme for new staff Induction and monitoring the probation period.
 - CPD
 - Performance management, PDC and Reviews
 - Monitoring sickness absence using the Local Authority online system and organise and conduct formal review meetings, coordinating with Occupational Health and Human Resources where necessary.
 - Pay and other personal based issues
13. To support schools within your cluster to monitor and improve their autism provision through frameworks such as the Autism Education Trust standards.
14. To lead LARP and School-Resourced Provisions support groups to, providing a forum to meet, access professional development opportunities and provide mutual support for staff running the provisions and create consistency of practice.
15. To participate in the development and delivery of autism in-service training for teaching and support staff in mainstream schools within your Experts at Hand cluster, including developing courses for both teachers and support staff.
16. To work collaboratively with other Experts at Hand specialists and SEND colleagues within your cluster to deliver shared outcomes.

17. To maintain and further develop own professional skills, knowledge and understanding and to contribute to the development of research and new practices within the field of autism.
18. To be fully conversant with all relevant legislative frameworks and guidance, Council policies and development plans, service guidelines and standards.
19. To undertake or contribute to other tasks, projects or initiatives relevant to the project and commensurate with the duties and responsibilities of the post.
20. To undertake any other work appropriate to the level and general nature of the post's duties.
21. To undertake all duties with due regard to the provisions of health and safety regulations and legislation, the Council's Equal Opportunities and Customer Care policies, and Technology.
22. To ensure that all policies and procedures are followed regarding safeguarding of children and young people.
23. To ensure that the council's GDPR policy is adhered to in all communications with all stakeholders.

Designation of the Post to which the Post-Holder normally reports to:
Autism Outreach Team Leader