

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: Specialist Autism Outreach Teacher

Purpose of Job:

- I. To ensure consistent high quality educational provision and practice for children and young people with autism and social communication needs across all mainstream and autism School Resourced Provisions, including monitoring and advising using frameworks such as the Autism Education Trust (AET) Standards.
- II. To discharge the Local Authority's statutory duties with regard to identifying and assessing the needs of Children and Young People with autism and in ensuring their placement in appropriate educational provision, through attendance at NA 2 and specialist provision placement panels.
- III. To support the Local Authority in providing statutory advice (observations, meetings and reports) for children who may need an EHCP.
- IV. 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 interventions for individual/ small groups of staff.
- V. To develop and maintain a cohesive overall strategy for pupils with autism across all phases of education, ensuring effective, multi-disciplinary work and promoting inclusive practice that leads to measurable, improved outcomes for all students.
- VI. To promote the awareness of students with social communication needs or autism within schools, supporting them to become neurodivergent friendly settings.
- VII. To support the Autism Outreach Team Lead in delivering the Service Development Plan, linked to the LA Children and Young People's Plan and SEND Strategy.
- VIII. To lead within a specific area/phase of the service providing advice and professional development for the team.

- IX. To develop the provision to support students at risk of exclusion, together with other teachers in the Service.
- X. 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.
- XI. To support Local Authority Resourced Provisions.
- XII. To support the recruitment and induction of new staff to the service.
- XIII. To line manage a group of staff including appropriate supervision, professional development and management of sickness absence and performance.
- XIV. To develop the autism specific resources available within the team to support the needs of students with autism.
- XV. To link with families and all other agencies supporting the children ensuring a coordinated approach.
- XVI. Manages up to 6 directly managed staff.

Main Duties:

1. To assist in the identification, development and monitoring of the Autism Outreach Development Plan with a focus on a specific key stage/s to include relevant transitions within this phase.
2. To be jointly responsible with the Autism Outreach Team Lead for the development of specific identified areas within the Team, to support service delivery within the Autism Outreach Team.
3. To assist in the strategic planning of the service ensuring targeted services that have a measurable impact for children and young people with autism.
4. To be responsible for the delivery of a specific key stage/s focussed part of the Autism Outreach Development Plan setting performance indicators and contributing to annual reports as required.
5. To be responsible for developing, marketing and implementing the “bought in” social communication service for children without an autism diagnosis and supporting staff working in this area of the service including within the nursery schools.
6. To be proactive in the development of the Autism Outreach Service and ensure continuous consultation with the 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 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 support students receiving intensive intervention through Outreach Worker support to prevent exclusions involving intensive bursts of input.
11. To participate in multi-agency meetings to review and develop future support for children and young people such as Annual Reviews, TACS and child protection meetings.
12. To participate in the development of the programme of support and training for parents and carers across all phases.
13. 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, PRADs 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
14. To support schools to monitor and improve their autism provision through frameworks such as the Autism Education Trust standards.
15. To be jointly responsible with the Autism Outreach Team Lead for the provision of advice and support to develop specialist provision (both commissioned and school based) in mainstream early years, primary and secondary schools, promoting consistency of ethos, set up, approach and delivery across all provisions within the LA. To include providing advice on all aspects of designing autism friendly learning environments.
16. 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.
17. To participate in the development and delivery of the autism in-service training programme, to develop capacity of teaching and support staff in mainstream schools within the LA. This should include a specific focus on the designated key stage/s and support the development of courses for both teachers and support staff.
18. To develop and deliver autism training packages as requested by external agencies and other sections of the Local Authority e.g. Museums.
19. To represent the Autism Outreach Team on behalf of the LA at tribunals and develop systems and processes to support tribunal work e.g. re ABA

20. To represent the Autism Outreach Team at SEND NA2 panel meetings and specialist admission panel meetings.
21. To work collaboratively with other SEND service managers to deliver key outcomes through this partnership.
22. To assist in monitoring the budget including the budget strategy.
23. 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.
24. To be fully conversant with all relevant legislative frameworks and guidance, Council policies and development plans, service guidelines and standards.
25. To undertake or contribute to other tasks, projects or initiatives relevant to the project and commensurate with the duties and responsibilities of the post.
26. To undertake any other work appropriate to the level and general nature of the post's duties.
27. 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.
28. To ensure that all policies and procedures are followed regarding safeguarding of children and young people.
29. 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