The Catholic High School, Chester

April 2023

**JOB DESCRIPTION – TEACHER IN CHARGE AUTISM BASE**

**POST GRADE/SALARY:** **MPS 1 – 6/UPS plus SEN Allowance**

1. **JOB TITLE AND PURPOSE:** **TEACHER IN CHARGE AUTISM BASE**

To Promote, develop and facilitate the inclusion of secondary aged ASC students in mainstream classes within The Catholic High School, Chester

# 2.0 WORKING HOURS

* A teacher employed full-time must be available to perform such duties at such times and such places as may be specified by the Headteacher for 1265 hours, those hours to be allocated reasonably throughout those days in the school year on which the teacher is required to be available for work.
* The above applies to a teacher employed part-time, except that the number of hours the teacher must be available for work must be that proportion of 1265 hours which corresponds to the proportion of total hours worked.
* In addition to the hours a teacher is required to be available for work as above, a teacher must work such reasonable additional hours as may be necessary to enable the effective discharge of the teacher’s professional duties, including in particular planning and preparing courses and lessons; and assessing, monitoring, recording and reporting on the learning needs, progress and achievements of assigned students.

**3.0** **LINE MANAGEMENT:**

**Responsible to:**  SENCO

**4.0 DUTIES AND RESPONSIBILITIES:**

# PART ONE: TEACHER IN CHARGE AUTISM BASE

#  4.1 Wider professional responsibilities

* To make a positive contribution to the wider life and Catholic ethos of the school.
* To develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.

# 4.2 Specific responsibilities

* To manage the Autism Provision on a day-to-day basis; including outreach support for mainstream students.
* To prepare and conduct the annual revies of all the students who are part of the provision
* To provide direct teaching support to students identified as having ASC in liaison with the SENCO and subject departments
* To provide advice, guidance, mentoring and direct support to subject departments and Higher Level Teaching assistants and teaching assistants (HLTA/TAs) on identifying and removing barriers to learning, achievement and participation.
* To work with class teachers and HLTA/TAs on producing modified and customised curriculum materials.
* To support subject teachers and HLTA/TAs in extending their teaching and support repertoires to match ASC students preferred learning styles..
* To advise and support subject teachers and HLTA/TAs in the use of appropriate assessment for recording progress and achievements of ASC students, across the curriculum, and in relation to their personal and social development.
* To deliver lessons and model good inclusion practice.
* To deliver whole school ASC training within the school.
* To provide development and training opportunities for professionals working with students with ASC.
* To manage the transition of ASC students from primary school to The Catholic High School, Chester, and from The Catholic High School, Chester to further education.
* To participate in networking and disseminating good practice in inclusion.
* To attend meetings and relevant training as required.
* To meet with parents and carers of students and other partners as appropriate in the ASC resource
* To support the SENCO with whole school development in SEND
* To coordinate whole school referrals and support for ASC.

# 4.3 Other

* To complete any other appropriate tasks as directed by SLT or SENCO

**PART TWO: PERSONAL AND PROFESSIONAL CONDUCT**

**4.4 A Teacher is expected to demonstrate consistently high standards of personal and professional conduct as outlined in the Teacher Standards document -** [School teachers’ pay and conditions document 2022 and guidance on school teachers’ pay and conditions (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1110990/2022_STPCD.pdf)

# PART THREE: OTHER

# 4.6 Appraisal

• To participate in arrangements agreed at The Catholic High School, Chester for the appraisal of his/her performance and the development identified.

# 4.7 Policies

* To understand and comply with all school policies.
* To take all reasonable steps to ensure that Health and Safety requirements are observed, both on the school premises and elsewhere
* All staff have the responsibility to promote the mental health of staff, students and colleagues. Any member of staff who is concerned about the mental health or wellbeing of a student or member of staff should speak to the mental health lead in the first instance.

# 4.8 General Terms

* Attendance at appropriate meetings.
* The above responsibilities are subject to the general provision of the appropriate conditions of service document and any other interpretation as discussed with the non-teaching association.
* All job descriptions are subject to change as the needs of the trust changes.
* All teaching staff will undertake any other reasonable duties within the overall function, commensurate with the grading level and responsibility of the job.