

**Ashton Community Science College**

Job Description

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| **Post:** | ASD Teacher |
| **Reporting to:** | SENCo |
| **Responsible for:** | The provision of a full learning experience and support for students |
| **Working Hours:** | 195 days per year – Full time |
| **Salary/Grade:** | MPS/UPS +SEN allowance + TLR 2b for substantial leadership role within the department (negotiable) |

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| **Overview of Role** |
| * Purpose of job: 'Lead a specialist unit for students with social communication difficulties, including ASD, ensuring best possible outcomes for all' . |

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| **Main Core Duties – Teaching/Curriculum Development** |
| * Teaching:   · Responsibility for the day to day running of the specialist unit for those with social communication difficulties  · Ensure an appropriate curriculum is planned and delivered in the unit, personalised for each student  · Assess, monitor, record and report on the learning needs, progress and achievements of the students in the unit  · Actively promote the development of an ethos that supports independence and resilience for students with social communication difficulties  · Teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.  · To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.  · To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.  · To ensure that ICT, Literacy, Numeracy and the school’s specialism are reflected in the teaching/learning experience of students  · To undertake a designated programme of teaching as directed by the Headteacher.  · To ensure a high quality learning experience for students which meets internal and external quality standards.  · To prepare and update subject materials.  · To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.  · To maintain discipline in accordance with the school’s procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.  · To undertake assessment of students as requested by external examination bodies, departmental and school procedures.  · To mark, grade and give written/verbal and diagnostic feedback as required  Whole school organisation and professional development:  · Contribute to the development of policies, practices and procedures for the unit  · Participate in further training and professional development  · Lead continuous professional development to share specialist knowledge with staff team   * Health and safety:   · Promote the safety and well being of students  Leadership and management of staff:  · Direct and supervise support staff assigned to the unit  · Deploy resources effectively  · Contribute to the process of ordering and allocation of equipment and resources   * Professional development:   · Working and communicating with others:  · Communicate and consult with students, parents and carers  · Liaise with other professionals and external agencies for the benefit of students  · Collaborate and work with other colleagues and professionals within the school  · Participating in and contributing to regular meetings arranged for the purpose of:  o Staff information and discussion  o Curriculum development  o School improvement  · Preparing information for, attending and chairing, where required, annual reviews for each pupil in the unit  · Provide specialist teaching expertise and advice to improve the quality of teaching and learning for students with social communication needs and support the delivery of and access to the national curriculum  · Provide high quality specialist information, interventions and support for students with social communication difficulties  · To take part in publicity and liaison activities such as Open Evenings, Parents Evenings, Celebration events and liaison events with partner schools. |

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| **Other Specific Duties** |
| * To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. * To support the school in meeting its legal requirements for worship. * To promote actively the school’s corporate policies. * To continue personal development as agreed. * To comply with the school’s Health and Safety Policy and undertake risk assessments as appropriate. * To undertake any other duty as specified by STPCB not mentioned in the above. * To maintain the highest level of professionalism at all times.   Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. |

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| Employees will be expected to comply with any reasonable request from a Leader or Manager to undertake work of a similar level that is not specified in this Job Description.  Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.  The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. |
| **This job description is current at the date below, but following consultation with you, may be amended by the Headteacher to reflect or anticipate changes in the job or needs of the school** |

**Date: November 2022**