



## Hendon School

### Job Description

**Post:** 2i/c of Hendon's Autism Resourced Provision (HARP)

**Responsible to:** Manager of HARP

**Salary:** MPS/UPS (Outer London) plus TRL 2b

#### Duties

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

#### Leadership and Management

- To substitute for the Head of Department when necessary.
- To assist in the line management of Learning Support Assistants and timetabling as and when necessary.
- To oversee support timetables – supporting with the daily management of timetables.
- Supporting the day to day running of the department.
- To arrange and hold annual review meetings
- To share SEND information with the team and wider school to maximise inclusion.
- To work closely with classroom teachers and school staff, the school Leadership Team, parents, relevant external agencies as well as staff within the provision to develop, implement and monitor individual support and Education, Health and Care Plans.
- To listen to and work with the autistic community
- To support autistic young people to develop self-advocacy skills
- To assist the Head of Faculty in:
  - raising the profile of autism across the whole school, engendering an ethos of achievement and inclusion.
  - Ensuring that the school SEND register is up to date and all stakeholders are fully informed about support/interventions in place/planned for HARP students.
  - Ensuring IEPs are monitored regularly.
  - In liaising, coordinating with external agencies where necessary
  - Organising the orders for the department.

### **Teaching and learning**

- To plan, run and track the effectiveness of interventions that support the emotional, social development and academic progress of students in the provision.
- To run interventions and support students through transition points including Year 6, end of KS3, KS4 and KS5. This could include liaising with other schools and colleges.
- To assist the Head of Department in monitoring and evaluating the standards of teaching and learning for students in the provision, for example analysing pupil data, gathering information about students of concern (i.e. round robins), book looks, Hendon 12 and learning walks.
- To assist the Head of Department in the creation, consistent implementation and improvement of schemes of work, intervention resources and assessment materials which encapsulate key school teaching and learning strategies.
- Identify and adopt the most effective teaching approaches for autistic students and share approach with colleagues.
- Covering lessons in HARP when staff are away.
- To contribute to establishing strategies for maintaining effective behaviour management within the department, dealing with referrals in accordance with academy policy.

### **Recording, assessment and student outcomes**

- To support the Manager of HARP in ensuring that robust tracking systems are in place
- To support with the collection and interpretation of specific student assessment data to assess the effectiveness of quality first teaching and intervention strategies for provision students.
- Work with colleagues to set challenging targets for raising achievement among autistic pupils.

### **Standards and quality assurance**

- Support the aims and ethos of the school.
- Promote the Hendon School values as presented in our code of conduct.
- Uphold the school's behaviour code and uniform regulations.
- Develop positive links with neighboring schools, external agencies and parents.
- Attend staff meetings and CPD.
- Set a good example in terms of dress, punctuality and attendance.
- Attend and participate in open evenings and student performances and other events.