

# Hendon School



## Job Description

**Post:** Manager of Hendon's Autism Resourced Provision (HARP)

**Responsible to:** Assistant Headteacher (Inclusion)

**Salary:** MPS/UPS (Outer London) plus TRL 1B

### 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.

### Context and Purpose of the Job

- 2.1 To manage the resourced provision for Autistic young people within Hendon School
- 2.2 To ensure a range of opportunities for inclusive learning for Autistic young people as appropriate
- 2.3 To ensure best autism practice by providing high quality training for staff and students from the school and leading by example
- 2.4 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.
- 2.5 To listen to and work with the Autistic community
- 2.6 To support Autistic young people to develop self-advocacy skills
- 2.7 To support environmental change to accommodate the needs of Autistic young people

### Accountable for:-

- 3.1 Writing and implementation of policy and procedural documentation relevant to the provision, in close liaison with the Assistant Headteacher (Inclusion)
- 3.2 Planning, development, implementation and monitoring of individual programmes for Autistic young people

- 3.3 Fulfilling the legal requirements expected for young people in receipt of an Education, Health and Care Plan including the arranging and completion of Annual Review meetings and paperwork
- 3.4 The keeping of clear and detailed records of students' progress
- 3.5 Leading in the identification of, and providing of specific support for the young people in the provision
- 3.6 The promotion of inclusion by working closely with staff across the school to ensure high quality teaching and learning opportunities for Autistic young people
- 3.7 Progression, continuity and access to a broad, balanced and inclusive curriculum for Autistic young people
- 3.8 Leading and managing staff linked to the resourced provision in liaison with the Assistant Headteacher (Inclusion)
- 3.9 Maintaining links and working closely with the Local Authority's Senior Advisory Teacher for autism as appropriate
- 3.10 Establishing and maintaining positive relationships with parents/carers of the school's Autistic young people
- 3.11 Promoting inclusion within the wider context of the school community and ensuring that staff are equipped to successfully support Autistic young people through staff training opportunities
- 3.24 Awareness of and compliance with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

#### **4. Financial And Asset Responsibilities**

- 4.1 To be responsible for allocated resources for the autism resourced provision
- 4.2 To plan for appropriate and necessary expenditure for the provision
- 4.3 To manage effectively within the limitations of the budget
- 4.4 To identify resource needs

#### **5. Staff Responsibilities**

- 5.1 To take a leading role for the recruitment and retention of staff for the resourced provision
- 5.2 To line manage staff in the resourced provision
- 5.3 To delegate roles and responsibilities to provision staff
- 5.4 To provide professional development for all staff as necessary

#### **6. Other**

**7. Promotion of School and Corporate Values**

- 7.1 To ensure that the well-being of Autistic young people is maintained to the agreed standards according to the school's and council's values
- 7.2 To ensure that a high level of confidentiality is maintained in all aspects of work.
- 7.3 To encourage and develop optimum performance from staff

**8. Flexibility**

In order to deliver the service effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

**9. Hendon School's Commitment to Equality**

To deliver the School's commitment to equality of opportunity both in the provision of services and as an employer. All staff are expected to promote equality in the work place and in the services the School delivers.