

## **Job Description**

**Job Title:** Lead Practitioner for The Ark (ASD hub)

**Location:** Hamford Primary Academy, Walton on Naze

**Hours of work:** 37 hours a week (term time only) - 8.15-4.15

## **Responsibilities:**

### **Leadership**

- Lead practitioner for The Ark
- Responsible for the line management of three members of staff to ensure that provision across the academy meets the needs of pupils with ASD
- Working closely with the SENDCo to ensure the provision for all ASD pupils is appropriate and challenging
- Preparing reports and attending meetings with key professionals
- Continue to develop and build on existing partnerships within the local community and across the Trust

### **Supporting pupils (under the guidance of the SENDCo)**

- Lead practitioner for The Ark, supporting pupils with their needs around the academy
- Support individuals to access learning at an appropriate level to assist their progression
- Provide specialist learning support to enable pupils to meet individual targets
- Establish and maintain supportive relationships with individual pupils or small groups to ensure they understand and can achieve the tasks
- Promote the inclusion and acceptance of all pupils
- Adapt activities and tasks for individual pupils to make them more accessible
- Understand the specific needs of individual pupils and adopt effective strategies to support them

### **Supporting the teacher**

- Work alongside teachers across the academy in lesson planning, evaluating and adapting lessons
- Provide detailed and regular feedback to teachers on pupil achievement and progress
- Promote good pupil behaviour, dealing with pupils in line with the established policies encouraging pupils to take responsibility for their own behaviour

### **Supporting the curriculum**

- Support pupils in respect of learning strategies specific to children with a diagnosis of autism
- Working closely with the leadership team to regularly review the provision for SEND pupils across the academy

### **Supporting the academy**

- Set a personal example that contributes to the positive ethos of the Academy
- Be aware of, and comply with, policies and procedures, e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Assist with the supervision of pupils out of lessons, including before and after academy and at lunch times
- Accompany staff and pupils on visits, trips and out-of-academy activities as required and take responsibility for small groups
- Develop and maintain professional and effective working relationships with parents/carers, external partners and other colleagues
- Attend meetings as required
- Engage actively in the Academy Performance Management Process
- Undertake professional development as required or identified through the Performance Management process

### **General Responsibilities**

- Take on any additional responsibilities which might from time to time be reasonably determined
- Create and maintain positive and supportive relationships with all stakeholders
- To engage with appropriate training opportunities to promote professional effectiveness in this role
- To promote a flexible approach to meet the changing needs of the academy
- To ensure that teaching and other staff receive adequate support to meet educational and operational objectives

### **Academy Responsibilities**

In addition to the specific responsibilities of this post, every member of staff at the academy will commit to:

- Providing a courteous and efficient service to students at all times
- Using their influence with other staff and students to promote high standards of behaviour and order within the academy
- Working to maintain the academy at the forefront of educational practice
- Fostering and sustaining a culture of leadership and creativity within all aspects of the academy's operation
- Promote the safeguarding of all students.

### **Our values:**

The post holder will be expected to operate in line with our values which are:

- Be unusually brave

- Discover what's possible
- Push the limits
- Be big hearted

#### **Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Teachers' Pay and Conditions.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

#### **Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

#### **Equality, Equity, Diversity and Inclusion**

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.

#### **Person Specification**

General heading	Detail	Essential requirements:	Desirable requirements:
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<b>Qualifications</b>	Qualifications required for the role	<ul style="list-style-type: none"> <li>• Excellent English, maths and computing skills</li> </ul>	<ul style="list-style-type: none"> <li>• Interest in special educational needs</li> <li>• Qualification that relates to SEND</li> <li>• NVQ 3 for Teaching Assistants or equivalent qualification or experience</li> </ul>
<b>Knowledge/Experience</b>	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> <li>• Working with SEND students in a school setting; either mainstream or specialist.</li> <li>• Working successfully with and managing challenging behaviour.</li> <li>• Working as part of a professional team.</li> <li>• Knowledge of SEND developments and practices.</li> <li>• Ability to lead and work effectively in a team</li> </ul>	<ul style="list-style-type: none"> <li>• Working with other professional agencies within SEND or social care.</li> <li>• Experience of leading CPD</li> <li>• Leading a team</li> <li>• Knowledge of Statutory Assessment Services</li> <li>• Knowledge of a range of interventions to support progress in SEND students</li> </ul>
<b>Skills</b>	Line management responsibilities (No.)	•	•
	Forward and strategic planning	•	•
	Abilities	<ul style="list-style-type: none"> <li>• Ability to develop sound personal relationships within a team and wider school staff.</li> </ul>	•

		<ul style="list-style-type: none"> <li>● Establish and develop professional relationships with parents and other professionals.</li> <li>● Communicate effectively (both orally and in writing) to a variety of audiences.</li> <li>● Ability to lead and implement key strategies that are designed to help children with SEND flourish in a mainstream environment.</li> <li>● Create a happy, challenging and effective learning environment within the team.</li> <li>● Be proactive in meeting the educational, social and emotional needs of children with SEND</li> <li>● Be open to learning new ways of doing things and researching new ideas when they are needed.</li> <li>● Be able to work effectively both as a member of a team and as a team leader.</li> </ul>	
<b>Personal Characteristics</b>	Behaviours	<ul style="list-style-type: none"> <li>● Strategic thinker</li> <li>● Passionate</li> <li>● Approachable</li> <li>● Committed</li> <li>● Empathetic</li> </ul>	

		<ul style="list-style-type: none"> <li>• Enthusiastic</li> <li>• Organised</li> <li>• Patient</li> <li>• Resourceful</li> <li>• Proactive</li> <li>• Calm</li> </ul>	
	Values	<ul style="list-style-type: none"> <li>• Ability to demonstrate, understand and apply our values               <ul style="list-style-type: none"> <li>○ Be unusually brave</li> <li>○ Discover what's possible</li> <li>○ Push the limits</li> <li>○ Be big hearted</li> </ul> </li> </ul>	
<b>Special Requirements</b>		<ul style="list-style-type: none"> <li>• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</li> <li>• Right to work in the UK</li> <li>• Show a commitment to promoting the welfare and safeguarding of children and young people</li> <li>• Show a commitment to providing a fair, equitable and mutually supportive learning and working environment for our children &amp; young people and staff</li> </ul>	