



Job Description:

Autism Resource Provision (ARP) Manager

General/whole school responsibilities:

- The education and welfare of the designated classes or groups of pupils in accordance with the requirements of Conditions of Employment of School Teachers, having due regard for the school's aims, objectives, curriculum and school policies.
- To promote the school's ethos.
- To share in the whole school responsibility for the safeguarding, wellbeing and pastoral care of all pupils.
- To contribute to school improvement planning and school self-evaluation processes as appropriate.
- To be an active member of the school team.
- To participate in the performance management process agreed in school, in line with national guidelines.
- To play a full and active part in the life of the school, by modelling the school's vision.
- Any other professional duties as directed by the Executive Headteacher and Head of School.

Specific duties:

- Lead, manage and develop the ARP, ensuring a high standard of provision for all ARP pupils.
- Uphold and support the relevant policies and procedures for special educational needs and for the ARP.
- Coordinate the planning, resourcing and environments of all ARP learning groups.
- Ensure positive outcomes and high standards of educational progress for the cohort of pupils who have access to the ARP.
- Work closely with school staff, specialist staff, the local authority and its representatives, developing the provision and supporting pupils' needs.
- Lead colleagues in providing appropriate support for pupils who present with social, emotional, cognitive and/or behavioural challenges.
- Work as a member of the wider school team, planning cooperatively, sharing information, ideas and expertise.
- To create and manage provision maps and timetables for the ARP.
- Under the guidance of the Deputy Headteacher/SENCo, plan, conduct and write up Educational Health Care annual reviews, monitoring targets on a termly basis.
- Establish and promote good relationships with parents and carers to improve pupils' learning and development, being the first point of contact for parents and carers for the ARP.
- Effectively deploy staff working in the ARP to support pupil progress and independence.
- To manage the successful transition of ARP pupils.
- Provide performance management for ARP staff in line with school policy.
- Work closely with the school's Deputy Headteacher/SENCO and SEN governor.
- Maintain confidentiality with regard to information gained in the course of professional duties.

Teaching and learning

- Use knowledge of school curriculum policy and *Early Years/ National Curriculum/ syllabus* requirements to plan adapted work to meet the needs of individuals and groups promoting progression, continuity and independence.
- Use a variety of specialist teaching and learning approaches to create personalised support for each pupil in the ARP.
- Establish clear personalised learning objectives and expectations for each pupil in the ARP, ensuring careful and ongoing assessments.
- Use quality classroom management strategies to ensure effective teaching and learning.
- Organise and maintain well-ordered and safe autism friendly environments to meet the needs of pupils placed in the ARP.
- Ensure that resources are organised and readily available to promote learning independence.
- Share specialist skills and knowledge with staff in the school; participating in outreach networks and quality assurance activities as required.
- Understand the personal, social and emotional needs of pupils and their impact on behavioural challenges.
- Provide quality feedback to pupils to improve progress and independence
- Set homework and other out of class activities to consolidate and extend the knowledge and understanding of pupils.
- Ensure that equal opportunities are implemented in the classroom and throughout the school.
- Participate in planning and staff meetings.

Professional development

- Attend school based in-service training as directed.
- Deliver in-service training to colleagues in school.
- Take an active part in identifying personal professional development needs.
- Attend local area network meetings.

Key Organisational Objectives

The Postholder will contribute to the school's objectives in service delivery by:

- Enactment of health and safety requirements.
- Ensuring compliance with data protection legislation.
- At all times operating within the school's equal opportunities framework.

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) order 1975 as amended. Candidates are required to give details of any convictions on their application form, and are expected to disclose such information at the appointed interview.

Person Specification**Post Title: Autistic Resource Provision Manager**

	Essential	Desirable
Qualifications		
Educated to degree level	✓	
Qualified Teacher Status	✓	
SENCo qualification		✓
Commitment to undertaking further specialist training or qualifications relating to SEND and autism	✓	
Experience		
Two years' experience leading an element of SEN provision in a primary school setting	✓	
Extensive experience of working with pupils with autism	✓	
Knowledge of assessment systems for pupils working below key stage standards	✓	
Knowledge of effective strategies to include and meet the needs of all pupils, particular, those with autism and speech and language needs	✓	
Experience of line managing colleagues		✓
A good working knowledge of SEN policy and the SEND code of practice	✓	
Familiarity with writing and delivering effective Individual Education Plans for pupils with SEN		
Personal Qualities		
Inspire, challenge and support all pupils and other adults	✓	
Maintain resilience in the face of challenge	✓	
Engage positively and constructively with all learners	✓	
Engage positively and constructively with all parents and carers, in support of their children	✓	
Offer supportive and constructive challenge in a sensitive, empathic		

manner to colleagues, parents and pupils to champion the needs of vulnerable children		
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