

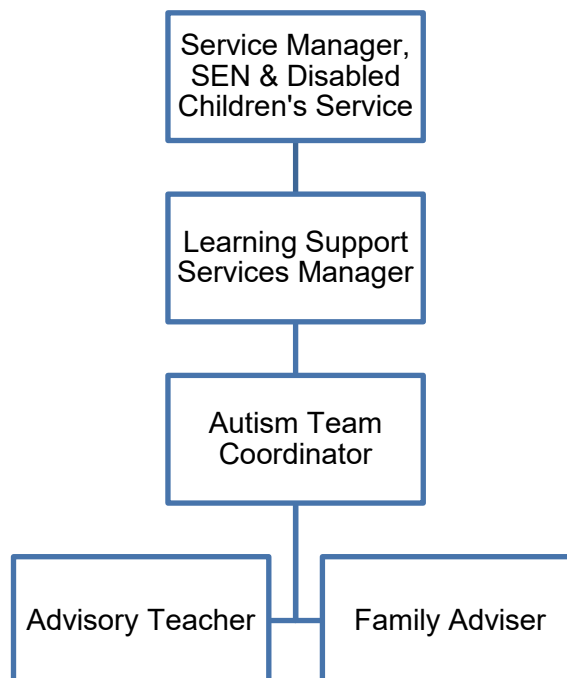
## Job Description and Person Specification

<b>Job title:</b>	Autism Team Advisory Teacher
<b>Directorate:</b>	People
<b>Service:</b>	Education
<b>Team:</b>	SEN & DCT Service, Learning Support Team
<b>Post number:</b>	02686
<b>Salary grade:</b>	Teachers' Pay Scales plus TLR2 plus SEN1
<b>Work location:</b>	West Street House
<b>Reports to:</b>	Autism Team Coordinator
<b>Supervises:</b>	Autism Team

### Job Purpose

- To work as part of the Autism Team
- To work with the Autism Team Coordinator and the wider Autism Team to deliver an advice, guidance and training service related to neurodiversity (in particular Autism) for educational settings, families and other organisations in West Berkshire

### Structure Chart



### Main Duties and Responsibilities

- To work as part of the Autism team, including input into the production, implementation and review of the team development plan and service standards
- To work as part of the Autism Team within the field of Autism & neurodiversity in line with SEND

## Main Duties and Responsibilities

research, legislation and guidance (including the SEND Code of Practice)

- To provide supervision and line management of support assistants as the team recruits these new members of staff as directed by the Autism Team Coordinator.
- To work with the wider Autism Team on the development, delivery and evaluation of training and workshops for practitioners and parents, for example Parent Autism Workshops, Transition Workshops, Autism Networks, centrally delivered training and bespoke training.
- To work with the wider Autism Team to support mainstream settings through joint working, including organising/attending joint meetings and training.
- To work with the wider Autism Team to support parents/carers and their children through joint working, including joint home visits.
- To work in partnership with settings and families with the aim of working towards positive outcomes for children and young people.
- To work in partnership with other Local Authority departments, educational settings, other agencies and families.
- To liaise regularly with and work in partnership with other professional groups including Paediatricians, Educational Psychologists, Therapy Services, Disabled Children's Team, SEN Assessment Team, Learning Support Teams, Therapeutic Thinking Team, Emotional Health Academy, and other services as they may develop
- To work with West Berkshire Autism Resources in supporting the planning of provision for children and young people placed in the resources
- To attend the Autism Resource Panel meetings as required
- To work closely with mainstream schools and their SENCOs to develop provision and support for children and young people on the Autistic Spectrum
- To maintain appropriate and accurate records of children and young people
- To attend reviews as appropriate to report on the progress of individual children and provision for individual children
- To offer advice and information about local and national services and organisations appropriate to the needs of the child/young person, and their parents, and to signpost to the Local Authority's Local Offer website
- To maintain up to date knowledge of latest research and developments in the areas of SEND and neurodiversity
- To maintain records of how time is used and ensure effective and efficient service delivery
- To work within West Berkshire Council policy and guidelines
- Any other duties which reasonably fall within the purview of the post, which may be allocated by the Autism Team Coordinator or the Learning Support Services Manager after consultation with the post holder
- Promote equality as an integral part of the role, treating everyone with fairness and dignity.
- Comply with WBC health and safety policies, procedures and rules, taking reasonable care of self and others.

## Scope (impact on/control of resources, people, money etc)

Provide advice on deployment of LA SEND resources, in particular the Autism Team budget

<b>Person Specification</b>	<b>Essential/ Desirable</b>	<b>Internal Use Only</b>
<b>Qualifications</b>		
Graduate qualification	E	1
Qualifications in Autism	E	2
Post graduate qualification in Autism	D	1
Qualified teacher status or willing to work towards	E	3
<b>Experience</b>		
Experience of working in mainstream educational settings	E	1
Experience of delivering effective training to a range of participants	E	2
Experience of working in stressful situations successfully managing complex situations and various demands	E	3
Experience of working with school colleagues to provide advice on inclusion and support for pupils	E	4
Experience of making home visits	D	1
<b>Knowledge and understanding</b>		
Knowledge of Teachers' Standards	E	1
A strong interest in understanding and working with pupils with Autism and other features of neurodiversity	E	2
Knowledge and experience of successfully planning, implementing and evaluating provision/strategies to support pupils with a diagnosis of Autism	E	3
Knowledge of the need for safeguarding procedures	E	4
<b>Skills and abilities</b>		
Ability to use Outlook, and a web browser to access information	E	1
Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc)	E	2
Ability to demonstrate effective organisational skills	E	3
Ability to demonstrate good oral and written communication skills	E	4
Ability to work positively with children and young people	E	5
Ability to work in a courteous and professional manner in partnership with professionals, children/young people and parents/carers	E	6
<b>Work-related personal qualities</b>		
Personal resilience	E	1
Good interpersonal skills	E	2
Ability to maintain confidentiality	E	3
Ability to develop constructive working relationships with parents and professionals	E	4
High standard of professional conduct	E	5
<b>Other work-related requirements</b>		
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfill all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post	E	1
Ability to travel to schools and other sites as required and to follow appropriate lone working procedures	E	2
Enhanced DBS check with relevant barred list/s	Yes	
Is this post politically restricted?	No	