



Lead Teacher of ARC (Autistic Resource Centre)

1. General

The Lead Teacher of our Autistic Resource Centre (ARC) will report to a Deputy/Assistant Principal and will be responsible for the personal development and academic progress of students supported by ARC. The Lead Teacher of SEN will have oversight of staffing and resourcing in the base and provide ASC specific training for teaching assistants and teaching staff. The Lead Teacher will co-ordinate students' annual reviews, EHCP paperwork, student profiles and represent the Academy at relevant meetings.

2. Curriculum

- 2.1 The Lead Teacher is responsible for supporting ARC students to access a full, mainstream curriculum.
- 2.2 As the leading professional, the Lead Teacher is expected to be familiar with local and national developments and to advise the Assistant/Deputy Principal and the Principal as required.

3. Staffing

The Lead Teacher is required to:

- 3.1 Contribute to the performance management process both in terms of his/her own performance and also the performance of staff for whom they are responsible.
- 3.2 Negotiate targets as well as supervise, monitor and support the work of base staff and students on teaching practice.
- 3.3 Ensure that base staff observe Academy Policy and procedures as defined by the responsible Assistant/Deputy Principal and the Principal.
- 3.4 Assist in the appointment of staff as requested and their deployment in the timetable in consultation with the Principal.
- 3.5 Support the professional development of staff by identifying training needs and, in conjunction with their line manager, ensure its provision.

4. Students

- 4.1 The Lead Teacher is responsible for promoting high expectations of behaviour within ARC, students' good conduct, and in providing support to staff where necessary. Where appropriate, the Lead Teacher should work with the pastoral teams and the Assistant/Deputy Principal.
- 4.2 The Lead Teacher will be able to advise students and their parents on all matters concerning their studies, examinations and progression.

5. Management

The Lead Teacher of ARC is expected to:

- 5.1 Hold regular meetings with base staff and ensure that records of all meetings are kept and shared with the team as well as with the Assistant/Deputy Principal.
- 5.2 Advise the Assistant/Deputy Principal in the allocation of responsibilities amongst ARC staff.
- 5.3 Be responsible to their Assistant/Deputy Principal for:
 - the condition of the ARC teaching rooms, offices, resources and materials;
 - maintaining and developing stocks of teaching/differentiation materials;
 - encouraging the creation of a stimulating environmental display;
 - maintaining records in accordance with Academy Policy and supplying reports and information as necessary;
 - producing an Annual Report to the Principal during Term 5;
 - producing an Annual Improvement Plan as part of the Academy improvement planning process, as well as evaluating existing Improvement Plans;
 - ensuring that the allocated budget is spent in accordance with the Improvement Plan and that value for money is sought;
 - ensuring that all ARC staff are involved in the improvement planning process.

6. General

The Lead Teacher of ARC is required to:

- 6.1 Encourage and support the provision of enrichment and extra-curricular activities.
- 6.2 Promote the ethos of the Academy.
- 6.3 Undertake such duties as the Principal may determine as reasonably falling within the role of Lead Teacher of ARC.
- 6.4 Undertake a whole Academy responsibility and consequently whole Academy duties as may be reasonably determined by the Principal.

The detail determined here refers to the particular responsibilities of Lead Teacher of ARC. In addition, the Lead Teacher of ARC is required to carry out the duties of a teacher as set out in the Conditions of Employment as adopted by the Trust and as outlined in the Teacher job description.