

## LEAD SPECIALIST TEACHER

### JOB DESCRIPTION & SPECIFICATION

**Autism Early Support Trust** is recruiting a Specialist Teacher to ensure that we maintain the excellent standards of our Circle Centre specialist nursery.

#### Who We Are

- **Autism Early Support (AES)**, established in 2001 as Puzzle Centre, is a UK charity based near Winslow, Buckinghamshire.
- We have a growing national reputation as a leader in the development of 'best practice' in early years education and intervention for young children with autism and other communication difficulties.
- AES operates a specialist nursery, **Circle Centre**, which has repeatedly been rated 'Outstanding' by Ofsted.
- Full details of the work of the AES can be found at: [www.autismearlysupport.org.uk](http://www.autismearlysupport.org.uk)

#### The Role

We wish to appoint an experienced and energetic teacher to join the nursery team and, when required by the Head of Children's Services, to deputize in leading the day-to-day running of our Circle Centre specialist nursery. We are looking for a skilled practitioner who has a good understanding of the vital part that specialised early intervention plays in increasing positive outcomes and life chances for this vulnerable group of children and their families.

In return, we can offer you an unique opportunity to develop your skills and expertise in the education of very young children with communication and autism spectrum disorders at this crucial time of their lives. We wish to appoint a teacher with the vision to play an important part in taking AES forward in its development as an organisation.

Working as a key part of a multi-disciplinary team, the Lead Specialist Teacher must ensure that the long term outcomes for our children and families are achieved:

- ✓ Children leaving Circle Centre will be able to communicate their needs/express themselves. This could be through speech, sign language or using symbols. These communication methods will be established within Circle Centre and at home and the child and parents will have the confidence to use them.
- ✓ Parents will have a much clearer picture of their own child's particular differences or learning difficulty and have a good understanding of how they can communicate with their child. They will be better able to meet the needs of their child and will be clearer about their own child's educational needs.

This post will report to : **Head of Children's Services**

Responsible for: **Learning Assistant staff in Circle Centre, together with the Head of Children's Services**

**KEY RESPONSIBILITIES:**

- When required by the Head of Children's Services, to deputize in leading the day-to-day operations of Circle Centre.
- Together with the Head of Children's Services, to manage the Learning Assistants who work in Circle Centre, and to ensure that they have annual staff review/appraisal meetings.
- To update, as required, together with the Head of Children's Services, all policies and procedures in relation to the operations of Circle Centre.
- To discuss each application to Circle Centre with the Head of Children's Services and Speech and Language and Occupational Therapists prior to admission.
- To plan, together with the Nursery Coordinator(s), the Speech and Language and Occupational Therapists, the termly, weekly and daily activities of the children and staff at Circle Centre, with regard to the Foundation Stage Curriculum and specialist approaches to teaching children with ASD/ communication difficulties.
- To meet regularly with the Speech and Language and Occupational Therapists and Nursery Coordinator(s) for joint planning of the curriculum.
- To devise, together with the Speech and Language Therapist(s), the Occupational Therapist(s) and the child's parent(s), children's Individual Education Plan (IEP).
- To manage the assessment, observation and record keeping procedures in the nursery, together with the Speech and Language and Occupational Therapists and the Nursery Coordinator(s).
- To assess the developmental skills of the children attending Circle Centre and to write regular reports and reviews of progress.
- To work closely with the therapists and the Learning Assistants to ensure the needs of each child are met at the sessions.
- To work with individual children to facilitate all areas of development.
- To work with the whole group (six - eight children) or smaller groups of children as agreed and planned together with the Speech and Language and Occupational Therapists.
- To keep parents informed of their child's progress and to provide advice to them on how to facilitate their child's development at home.
- To provide written contributions for and to attend children's EHCP reviews, chairing these sessions when the Head of Children's Services is unable to do so.
- To liaise with other professionals involved with the child as appropriate, and to plan the child's transition on to primary school with the receiving school and parents.
- When required by the Head of Children's Services, to carry out home visits or consultations in conjunction with the Occupational and Speech and Language Therapists.
- To ensure that Circle Centre maintains its Outstanding rating from OFSTED.
- To use the SCERTS model of assessment and planning to meet the needs of our children, their families and others who may be working with the child.

- When required by the Head of Children's Services, to visit other preschools / nurseries which share a child with Circle Centre to provide ongoing guidance and support to Early Years professionals.
- When required by the Head of Children's Services, to assist the Outreach team as needed as part of a multidisciplinary team..
- To support the Head of Children's Services in developing the record keeping and data base about AES children and families.
- To develop expertise in delivering the SCERTS model ([www.scerts.com](http://www.scerts.com)) alongside other key members of our staff team.
- To attend relevant courses and conferences and keep abreast of research and developments in this area of work.

#### **PERSON SPECIFICATION:**

##### ***Skills and abilities:***

- Qualified teacher status, with a minimum of 2 years experience in teaching young children with communication and learning difficulties.
- Specific experience and qualifications in teaching children on the autistic spectrum.
- Ability to work closely with parents.
- Ability to manage a team.

##### ***Experience:***

- Teaching the Foundation Stage Curriculum.
- Working within a nursery or preschool.
- Working closely with parents.
- Working collaboratively and constructively as part of a team and leading that team.
- Experience or interest in offering a holistic approach to meeting children's special needs and specifically understanding a range of approaches to teaching children on the autistic spectrum.
- Experience or interest in interactive methods of facilitating language and communication development.
- Using structured teaching approaches.
- Working in a multidisciplinary team.
- Managing challenging behaviours.

##### ***Knowledge:***

- In-depth knowledge of autistic spectrum disorders (ASDs) and the range of educational interventions used to teach children with ASDs.
- In-depth knowledge of early child development.
- Understanding of the use of a visually structured environment to facilitate learning in children with complex communication difficulties.
- Knowledge of SEN Code of Practice, including the Annual Review process.
- Knowledge of EHCP processes across various Local Authorities.

Overall, this person must want to be part of a team whose members work closely together, and really want to achieve the charity's mission. The ideal candidate must show a drive and determination to succeed. We welcome applications from anyone wanting to join and to contribute their expertise to a strong and friendly team.

**Salary will be dependent on qualifications and experience.**

**The position is full-time.**

**The position may be suitable for job share with the right candidates.**

*Autism Early Support Trust Limited is committed both to equality of opportunity and to ensuring the safeguarding of our children and employees. These values are paramount to our ethos of working and are reflected in the policies of our charity.*