

# Brunswick Park Primary School

## Job Description for Resource Base, ASC and Complex Needs Provision Lead

Full-Time (unsuitable for Job Share) MPR/UPR + SEN Allowance

Member of the Inclusion Team



**Brunswick Park**  
Primary School

### Leadership and Management

#### Support the Head Teacher to:

- Determine a clear strategic and inclusive vision for Resource Base and provision for pupils with ASC and complex needs across the school
- Share this vision in a way that inspires and engages our community and enables full understanding and ownership
- Disseminate good practice in the provision for and teaching of pupils with ASC and complex needs across the school
- Communicate a culture of high expectations and aspirations with regards to pupils with ASC and complex needs
- Ensure children with ASC and complex needs benefit from consistently high-quality provision which meets statutory requirements fully for children with ASC and complex needs and the recommended SEND Code of Practice
- Lead and organise training that will inspire staff and inform them about issues regarding ASC and complex SEND and provide opportunities to share good practice so that children benefit consistently from high quality, inclusive learning experiences
- Deploy staff effectively to improve pupils' experiences and outcomes whilst ensuring value for money
- Monitor the quality of learning for children in the Resource Base and with ASC and complex needs, and provide feedback to colleagues
- Identify resources needed to support the needs of children with ASC and complex needs and advise on priorities for expenditure
- Monitor and respond actively to developments and initiatives related to ASC, complex needs and Resource Base provision and share appropriate aspects of this information with our community
- Liaise productively with the LA's SEND Team, adviser/s, consultants and Autism Support Team in order to gather information, share good practice and ensure that school decisions are based on up-to-date information so that provision for pupils with ASC and complex needs at Brunswick Park is always of the highest quality
- Update the Governors and SLT on the effectiveness of provision for children with ASC and complex needs
- Draw up, implement and evaluate an Action Plan and Provision Mapping related to the Resource Base and pupils with ASC and complex needs
- Ensure staff understand and implement actively key aspects of school policies and learning strategies related to ASC and complex SEND
- Ensure that individual staff accountabilities within the area of ASC and Complex Needs Provision are clearly defined, understood and agreed

### Teaching and Learning

- To inspire and motivate colleagues by modelling outstanding inclusive teaching and tailored provision
- To devise and implement a dynamic SEND curriculum including clear Intent and strategies for Implementation that include systematic integration into the mainstream, in conjunction with colleagues
- To teach and support pupils in the Resource Base and those with complex needs in their mainstream classes
- To lead all staff in fulfilling their statutory responsibilities to children with ASC and complex needs, in understanding the importance of Quality First Teaching and in taking ownership of additional provision and the progress that children with ASC and complex needs make in their class or teaching group

### Specific Tasks

- To work with the Head Teacher and Governors to ensure that the school meets its responsibilities under the most recent Equality Act with regard to reasonable adjustments and access arrangements
- To co-ordinate, monitor and evaluate provision and interventions for children in the Resource Base and with ASC and complex needs across the school and update the school's Provision Map outlining packages of support on a regular basis
- To evidence and articulate the impact of intervention over being taught in a mainstream class, to prove its worth to Governors and external agencies
- To liaise with parents and carers of children with ASC and complex needs and ensure that the wider community has a clear understanding about best inclusive practice and how this practice is demonstrated at Brunswick Park
- To establish and develop mutually beneficial links with other schools and settings to facilitate liaison and provide progression and continuity in children's learning at times of transition
- To manage and maintain systems for assessing and screening children on point of entry and assessing, tracking and reviewing progress for Resource Based pupils and pupils with ASC and complex needs
- To liaise swiftly with the Designated Leads or a Designated Person for Safeguarding where a Child Looked After has ASC or complex needs or a where there are safeguarding concerns about a child with ASC or complex needs
- To contribute to TAC and TAS, reviews and other meetings effectively where appropriate and to contribute fully to multi agency working
- To ensure that the school keeps all the relevant records of children with ASC and complex needs up to date
- To devise, implement and monitor behaviour support plans in accordance with school policy
- To identify children with ASC and/or complex needs who qualify for access arrangements and liaise with appropriate authorities to confirm and carry out these arrangements
- To publish and review the policy documents related to Resource Base and ASC provision and keep the school's website updated with relevant information in regard to issues related to ASC, including, with the SENDCo, the Local Offer
- To undertake other reasonable duties in line with this job description as requested by the Head Teacher

### Duties

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified, with your agreement, by the Head Teacher to reflect or anticipate changes in the job, commensurate with the salary and job title. This Job Description will be reviewed annually.

**Brunswick Park Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Appointments are made subject to enhanced DBS disclosure.**

<b>Signed (Post Holder)</b>		<b>Date:</b>
<b>Signed (Head Teacher)</b>		<b>Date:</b>