JOB TITLE: Lead Teacher SLCN & Autism
GRADE: L6-11
REPORTS TO: Specialism Lead SLCN & Autism
DEPARTMENT: Integrated Services for Learning
TEAM: Specialist Advice and Support Service

PURPOSE OF THE JOB
To lead the specialist support service provision for children and young people (0-25) with Speech, Language & Communication Needs (SLCN) and for those with Autism, ensuring quality and equity of service delivery, under the direction of the SLCN & Autism Specialism Lead.

To ensure that children, young people and their families are at the centre of all practice.

To secure best outcomes for children and young people with SLCN and those with autism by empowering settings to meet their needs effectively in line with the SEND Code of Practice, the Hertfordshire Special Educational Needs and Disability (SEND) Strategy and HCC strategic objectives.

To work collaboratively with other colleagues both within and outside ISL, including the Delivering Special Provision Locally (DSPL) Partnerships, to promote early intervention, assessment and high-quality inclusive practice.

In addition to the main areas of responsibility listed in the section below, each Lead Teacher for SLCN & Autism will have responsibility for one of the following areas of service:

- Complex Case work across the County, including line management of Complex Case Specialist Advisory Teachers and monitoring and evaluation of the impact of service delivery
- Social Communication & Autism Universal Support & Training Offer, including co-ordination of the Local Authority’s preferred training approach, monitoring and evaluation of impact e.g. Autism Quality Offer and AET Training
- Speech, Language & Communication Needs (SLCN) Strategy and Training Offer, including the implementation of the SLCN Improvement Plan (developed following the Implementation Lead Project), monitoring and evaluation of impact. Two Lead Teachers will share this area of responsibility due to the volume and breadth of work involved.
MAIN AREAS OF RESPONSIBILITY

• Coordinate the specialist support service offer for children and young people with SLCN & Autism in one of the ISL Areas, under the direction of the SLCN & Autism Specialism Lead.

• Actively promote and champion the SLCN & Autism specialism within the SEND Specialist Advice and Support Service and support the Specialism Lead to ensure clear and accessible information regarding the county-wide offer is available to families, schools, settings, colleagues in ISL, HCC and those in other agencies e.g. through publication on the Local Offer.

• In collaboration with the Specialism Lead and other Lead Teachers, evaluate the impact of SLCN & Autism specialism support across the County and identify development priorities to inform the overarching SLCN & Autism Specialism Development Plan, ensuring these align with ISL priorities and HCC strategic objectives.

• Be one of the Deputy Designated Safeguarding Leads for the specialism, ensuring safeguarding procedures are adhered to in line with HCC Policy.

• Co-ordinate the operational aspects of the specialism within the ISL Area and ensure staff are clear about operational procedures to enable consistency of service delivery.

• Oversee the day-to-day running of the specialism within the ISL Area and work in partnership with ISL colleagues to ensure efficient delivery of service to local schools and settings.

• Collaborate with ISL colleagues through the Triage system to ensure referrals are delegated and managed equitably across the team, including cross-area working to meet need as required.

• Line manage the SLCN & Autism Specialist Advisory Teachers and support them to fulfil the responsibilities of their role by providing supervision, mentoring, coaching and by carrying out performance management in line with Teachers’ Terms and Conditions.

• Support the SLCN & Autism Specialism Lead to co-ordinate the ‘Champion’ roles and responsibilities of all UPS Teachers across the specialism.

• Support the Specialism Lead to co-ordinate the programme of Continued Professional Development (CPD) for all specialist SLCN & Autism staff based on specialism development priorities and performance management targets. Oversee delivery of the CPD programme within the ISL Area.

• Evaluate the impact of CPD and use this information to plan further development opportunities in collaboration with other Lead Teachers and under the guidance of the Specialism Lead.
• Work in partnership with other agencies, including partners in Education, Health and Social Care, to ensure a co-ordinated offer of support is available for children and young people accessing the service.

• Liaise with other Lead Teachers/Staff within the SEND SAS service and across ISL to secure holistic support for children and young people where additional needs outside the specialism/expertise of assigned Specialist Advisory Teacher are identified.

• Support Local Authority processes by representing the specialism as required e.g. attending Provision Panel, Local Multi-Agency Group (LMAG), ENF Panels etc.

• Support the SLCN & Autism Specialism Lead with the recruitment of specialist staff and be responsible for the induction of new staff within the ISL Area.

• Model excellent practice and carry a small teaching caseload (0.2), undertaking Statutory Assessments and providing advice regarding provision for children and young people with SLCN & Autism.

The duties and responsibilities listed above are not exhaustive. The post holder may be required to undertake such other duties, commensurate with the post, as may be assigned by the post holder’s line manager or other senior leaders in the service.

Person Specification

Essential

• Educated to degree level and hold Qualified Teacher Status
  Minimum five years relevant and successful teaching experience e.g. teaching in a specialist setting or advisory service
• Thorough understanding of high-quality teaching and learning
• Thorough knowledge and understanding of best practice in relation to meeting the needs of children and young people (0-25) with SLCN & Autism
• Ability to model excellent practice and lead by example
• Commitment to promoting equal opportunities and diversity
• Able to travel independently – current driving licence

Desirable

• Hold a relevant master’s degree, postgraduate diploma or additional qualification
• Experience in a leadership role
• Excellent communication and technology (ICT) skills
• Ability to work as part of a team and independently as required
• Ability to set and maintain high standards of professional practice
• Ability to prioritise work within a multi-professional team reflecting service priorities
• Thorough knowledge of SEND legislation and policy including the SEND Code of Practice, Equalities Act and Early Support
• Ability to use data and performance measures to evaluate practice, evidence outcomes and identify areas for development

EQUALITY AND DIVERSITY

Hertfordshire County Council is determined to take action to ensure that our belief in diversity and equality of opportunity is integral to everything we do. It will inform every area of activity; from the way we provide services to the way we employ our staff. It is a central responsibility of all councillors, managers, staff and partners. The Council’s equality policy ‘Putting People First’ is available on the Hertfordshire website, on the internal intranet or from your line manager.

CRIMINAL BACKGROUND CHECK

Safeguarding children and adults is of utmost importance to Hertfordshire County Council. The council requires employees to abide by legislation and best practice to enable Hertfordshire to achieve this. This role has been identified as requiring a Disclosure and Barring Service (DBS) check or Basic Disclosure. You must therefore ensure that any relevant criminal record check application forms are completed and returned as requested by the council, as this is deemed a contractual requirement of employment. In addition, you consent to allow the council to retain a copy of the disclosure certificate within your personal file.

If you require an enhanced or standard DBS check, you must sign up to and maintain registration with the DBS Update Service whilst employed by the council (costs will be refunded by the council). In line with the requirements of the Update Service you will be required to maintain your personal information.

If you fail to disclose any caution, reprimand or conviction which is later identified on your criminal background check you may be subject to disciplinary action and the council will review your criminal background record periodically during your employment to identify any changes in circumstances that may be detrimental to your employment.

HEALTH AND SAFETY

It will be the duty of every employee while at work to take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.