

## **Job Description: Additionally Resourced Provision (ARP) Manager**

**Job Title: ARP Manager**

**Salary: MPS + TLR + SEN Allowance**

### **Job Purpose:**

To organise and run the provision for 12 autistic children

### **Duties:**

#### Teaching and Learning

- Be the lead practitioner in the teaching of children with autism within the school
- Ensure that the needs of all the children are met within an inclusive environment
- Develop teaching strategies and approaches to meet the needs of the children
- Prepare and provide resources as necessary to support the teaching
- Provide a multi-sensory environment suitable to the needs of the children in the unit
- Plan a developmental curriculum ,whilst having regard to the National curriculum

#### Assessment

- Assess and monitor progress and plan to meet the needs of the pupils
- Monitor the raising of pupils' standards of achievement and attainment

#### Leadership & Management

- Organise staffing to support pupils in the unit and during inclusion in mainstream classes
- Establish good relationships, encourage good working practices and support and lead teachers and teaching assistants in the ARP
- Oversee the induction process of new members of staff within the ARP.
- Promote and develop a partnership with parents which recognises the worth of their contribution to their child's education;
- Liaise with other professionals to ensure all pupils needs are met
- Evaluate pupils' progress, achievement and attainment, and report to the SMT
- Liaise with other ARPs in the LEA to ensure continuity of practise
- Liaise with other ARPs/Senco's/Special Schools to moderate assessments.

Wider Effectiveness

- Work with teachers in mainstream to plan for inclusion as and when appropriate

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John Perry Primary School

- Contribute effectively as a member of the Senior Management Team;
- Play a major role in the professional development of all staff in the area of autism
- Work with school staff to give advice on specific strategies to support children with autism in the school
- Display a high standard of professional behaviour and integrity at all times;
- Act as a team leader in the performance management system;
- Maintain a professional awareness of current research and developments affecting the education of children with autism.

