

CCN Lead Specialist Teacher
Responsible to Head of Service
Chadsgrove School Support Services

In addition to assessment, the role will involve:

- Leadership and Management of the CCN team
- Management of day to day issues within the CCN team
- Leading monthly team meetings
- Reporting back to the Head of Service including minutes of meetings
- Meeting with other team leads to discuss any trends/specific issues across service
- Setting targets for the Service Development Plan (with other team leaders where appropriate)
- Carrying out/reporting on report scrutiny and moderation for your team with Head of Service
- Leading TAC meeting as agreed by Head of Service (as appropriate)
- Ensuring deadlines are adhered to where possible
- Authorising absence for appointments/funerals etc and ensuring the office is kept up to date and the forms go to the Head of Service following authorisation
- Supporting all staff in team to understand the SDP, SEF, Vision and Values for CSSS

Autism Education Trust:

- To lead on Autism Education Trust delivery and standards.
- In conjunction with Head of Service, create annual strategic delivery plan and report back to AET regional managers.
- Ensure succession planning allows for development of AET trainers to meet future growth and service demand.

Pathways Provision

- In conjunction with Head of Service ensure ASC knowledge of specialist staff at Pathways is kept current and evidence based.
- To provide autism Awareness sessions to pupils attending Pathways as appropriate, across Stage 2 and 3 provisions.
- As appropriate support Pathways staff to ensure pupils holistic needs and met.

Other areas:

- 1 full day equivalent per week management time to be taken across the week as required by team/service development
- Take part in weekly service leadership meetings (in person/virtual)
- Read through referrals and allocate in preparation for weekly referrals meeting (attendance not required at meeting)
- Organising short training sessions as part of monthly team meetings

- Ensure staffing/service compliance where specialists need registration (e.g.APC) in conjunction with Head of Service
- Performance management/Appraisal cycles for team (specialist teacher) and the TA/Practitioner chats for non –teachers. Complete paperwork and submit to Head of Service in line with deadlines and time frames.
- Take responsibility for updating team specific information in service directory as part of the annual meeting directory review and development in conjunction with Head of Service
- Lead on developing team specific training as part of service traded offer in conjunction with Head of Service.
- Lead on INSET – team specific training as appropriate (in conjunction with Head of Service)
- Ensure reports comply with National guidance as appropriate and that assessment materials are current, validated and appropriate (against National Guidance as appropriate)
- Ensure staff are linking recommendations to evidence-based practise e.g., AET standards
- Anything else deemed appropriate by the Head of Service in order to carry out the role effectively.