



Position:

SEND Teacher & Autism Unit Manager

Welcome to Waingels

Job Description for SEND Teacher & Autism Unit Manager			
Contract	Full-time, Permanent	Salary	MPS/UPS + SEN Allowance + TLR2 initially, rising to TLR1 as the Unit expands
Reporting to:	SENCO / Assistant Headteacher (Inclusion)	Location	Secondary Autism (ASC) Unit
Address	Waingels, Woodley – Brand-New Secondary Autism (ASC) Unit in a Purpose-Built Facility	Start Date	April/May 2026 (or earlier by negotiation)

Purpose of the Role

To lead, teach and manage the school's specialist Autism (ASC) Unit at secondary level, providing high quality education, tailored support and a structured environment that enables autistic pupils to succeed academically, socially and emotionally. The post holder delivers specialist teaching, oversees provision for pupils with EHCPs, manages staff, and ensures that pupils can access the appropriate balance of Unit-based teaching and mainstream subject lessons.

Key Responsibilities

1. Teaching & Learning (Secondary Focus)

- Deliver high quality, autism informed teaching for pupils within the Unit across Key Stages 3 and 4.
- Plan personalised learning that supports pupils with a range of academic starting points, including those accessing modified or alternative curricula.
- Teach small groups or individual pupils core and mainstream subjects, life skills, SEMH and intervention programmes where appropriate.
- Collaborate with subject specialists to ensure pupils can successfully access mainstream lessons through differentiation, scaffolding and pre teaching.
- Support pupils with transitions between lessons, sensory regulation, emotional literacy, and independent learning skills

2. Leadership & Management of the Autism Unit

- Lead the daily operation of the ASC Unit, ensuring it is calm, predictable, safe and autism friendly.
- Line manage Unit staff (TAs, key workers), organising deployment that aligns with pupils' EHCP requirements.
- Maintain high expectations for behaviour, independence and progress appropriate for secondary-age pupils.
- Work as part of the wider Inclusion Leadership Team to develop whole-school autism friendly practice.

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3. Pupil Support, Progress & EHCP Implementation

- Ensure EHCP outcomes are delivered through the curriculum and structured support plans.
- Monitor and track academic progress, behaviour, attendance and SEMH indicators for all pupils in the Unit.
- Lead on personalised timetables balancing mainstream access, Unit teaching, interventions and therapies.
- Support preparation for adulthood: independence, communication, functional literacy, emotional regulation and social understanding.
- Contribute to Annual Reviews and lead professional discussions with families and external agencies.

4. Specialist Autism Provision & Interventions

- Implement secondary-appropriate autism strategies, including:
 - structured teaching and organisation
 - visual supports and timetables
 - sensory regulation plans
 - social communication interventions
 - executive functioning and study skills support
- Maintain accurate records including IEPs, sensory profiles, risk assessments and behaviour support plans.
- Coordinate specialist professionals (e.g., SALT, OT, Educational Psychologist) and ensure their advice is embedded into teaching and daily routines.

5. Communication, Collaboration & School Integration

- Work closely with subject teachers and the SENCO to support inclusion in mainstream lessons.
- Provide guidance to staff on autism needs, adjustments and classroom strategies.
- Act as the key point of contact for parents/carers, maintaining positive and open communication.
- Collaborate with pastoral teams, behaviour leads and safeguarding staff to support pupils holistically.
- Build strong partnerships with external agencies
- Support successful transitions into Key Stage 3 and progression into Key Stage 4 and post 16 pathways.

6. Environment, Safety & Resource Leadership

- Oversee the creation of autism-friendly spaces: calm areas, sensory tools, structured learning zones.
- Ensure safe systems of work, risk assessments and safeguarding procedures are rigorously implemented.
- Manage specialist resources including sensory equipment, communication systems and assistive technologies.

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7. Professional Development

- Engage in ongoing training and research related to autism, adolescence and SEND in secondary settings.
- Provide CPD to staff on autism strategies, emotional regulation, communication needs and reasonable adjustments.
- Contribute to whole school training, behaviour policy development and SEND improvement planning.



Person Specification

SEND Teacher & Autism Unit Manager (Secondary)		
Qualities and Attributes	Essential	Desirable
Qualifications		
Qualified teacher status (QTS)	✓	
Postgraduate SEND or autism training (e.g., NASENCO, specialist autism qualifications).		✓
Experience		
Proven experience teaching and supporting autistic pupils, ideally in Key Stage 3 and 4	✓	
Experience delivering interventions such as Zones of Regulation, Social Thinking or SCERTS.		✓
Experience contributing to curriculum design or alternative pathways (e.g., ASDAN, functional skills).		✓
Experience managing a resource base or leading a specialist team		✓
Knowledge/ Skills		
Strong understanding of autism in adolescence, including sensory needs, social communication and emotional regulation.	✓	
Ability to manage a team and lead provision within a busy secondary environment.	✓	
Confident in working with external agencies and leading professional meetings	✓	
Skilled at developing personalised curriculum and adapting subject content	✓	
The ability to plan and deliver lessons that are consistently 'good' or better	✓	
Good and imaginative use of resources including new technologies	✓	
Good understanding of Assessment for Learning and the ability to put this into practice	✓	
Clear knowledge of the strategies relating to planning and target setting.	✓	
Ability to be lead professional for a given subject area across the whole school		✓
Well-developed behaviour for learning skills	✓	
An ability to forge good positive working relationships with staff and students	✓	
Effective Organisational skills	✓	
Knowledge and understanding of current developments in subject area.	✓	
An understanding of the qualities of a good Scheme of Work		✓
Know how to analyse and interpret data in order to monitor pupil progress and attainment		✓

Person Specification

Knowledge/ Skills	Essential	Desirable
Knowledge of intervention strategies to improve underperformance		✓
Clear ideas about what contributes to good teaching and learning. A commitment to collaborative, active and independent learning	✓	
Ability to support colleagues and monitor the quality of teaching and learning		✓
Co-ordination of related staff meetings/INSET		✓
Involvement in monitoring and evaluation of a School/Departmental Development Plans		✓
Experience of self-evaluation processes within a leadership position		✓
Knowledge of the need to safeguard children and protect adults	✓	
Knowledge of and a commitment and understand of the principles of inclusion	✓	
Display a knowledge of all areas of the National Curriculum	✓	
Ensure that whole school policies are implemented consistently	✓	
Personal		
Ability to work hard under pressure	✓	
Ability to prioritise and meet deadlines	✓	
Commitment to continued professional development	✓	
Commitment to contribute to extra-curricular activities and educational visits		✓
General		
Good attendance and punctuality record	✓	
Professional dress	✓	

Making Your Application

All of our vacancies are advertised on My New Term and we can only accept applications that are submitted via this platform.

Before submitting an application, we would encourage you to:

- Review this recruitment pack in detail to ensure you are the right person for the job and the job is right for you
- Visit our website to learn more about our school community, ethos and values
- Review our staff welcome brochure that you will find alongside this application pack to learn more about what it's like to work at Waingels

Should you have any questions regarding the role or the recruitment process, please don't hesitate to contact us via:

Contact name: Mollie Williams (HR Administrator)

Email: hbrandrecruitment@waingels.wokingham.sch.uk

Phone: 0118 969 0336

Post: Mollie Williams, Waingels, Waingels Road, Woodley, Berkshire, RG5 4RF

We will review applications as they are submitted, so you are encouraged to apply as soon as possible.

The school is committed to safeguarding, equal opportunities and to promoting the welfare of all staff and students

