

## Job Description

**Job Title:** ARP (Autism Resource Provision) HLTA

**Grade / Salary:** Scale 5, Actual Salary £30,595- £31,960 (40 weeks per annum)

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### Main Objective

- To support the Headteacher in implementing the School Improvement Plan.
  - To support the ARP Lead Teacher to coordinate provision that ensures students within the Autism Resource Provision (ARP) can access a broad, balanced and inclusive curriculum.
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### Main Responsibilities

The primary role of a HLTA is to support and maintain the day-to-day operational work of the ARP team, lead the Key Worker (KW) provision and have oversight of students within the ARP. This includes, but is not limited to, the following:

- Assist in the leadership and development of Teaching Assistants within the ARP
  - Manage the timetable and deployment of ARP staff in collaboration with the ARP Lead Teacher.
  - Oversee the role and effectiveness of the Key Worker provision within the ARP
  - Oversee the EHCP provision for students within the ARP
  - Assist in leading provision within the ARP, liaising with senior leaders, staff, parents/carers and external professionals/agencies as required
  - Oversee the Annual Review process for ARP students with EHCPs, including preparation of documentation and coordination with Key Workers, parents/carers, students, SENDCo and Local Authorities
  - Manage ARP-specific SEND resources to ensure they are used efficiently, effectively and appropriately
  - Support teaching staff in sustaining high-quality teaching and learning for ARP students, leading to strong outcomes
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### Additional Responsibilities

- Maintain up-to-date knowledge of ARP legislation, guidance and best practice, particularly in relation to ASD and associated needs
- Provide guidance to staff on appropriate teaching strategies and adaptive approaches for ARP students
- Act as a key point of contact between the ARP and external support agencies
- Contribute to and support a yearly 'Needs Analysis' in conjunction with the AHT Inclusion and Deputy SENCo
- Work closely with parents/carers to ensure individual student needs are understood and effectively supported

- Liaise with external agencies to ensure coordinated and effective provision for ARP students
  - Ensure accurate and detailed records are maintained for meetings, interventions and communications
  - Act as a Key Worker for identified students with EHCPs within the ARP
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### **Curriculum**

- Plan and deliver targeted intervention programmes to meet individual needs of ARP students, including baseline, entry and exit data
  - Observe ARP staff to monitor and ensure the quality and impact of support
  - Support the development of inclusive practice within the ARP and across the school
  - Provide and/or facilitate departmental and whole-school training on strategies to support students with ASD
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### **Assessment**

- Ensure assessment tools and resources used within the ARP are current, appropriate and effective
  - Contribute to meetings and systems that ensure the ARP provision is fully integrated within whole-school processes
  - Ensure effective use of ARP resources, including budget awareness, requisitions, record-keeping and annual audits
  - Maintain and update the register of ARP students, including new admissions, and coordinate appropriate support
  - Keep accurate records of student assessments and contribute to reporting for staff, parents/carers and external agencies
  - Review and evaluate intervention strategies, implementing improvements where required
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### **Professional Expectations**

In order to perform this role well, a ARP HLTA is expected to:

- Maintain a thorough working knowledge of school policies and procedures related to ARP, safeguarding, child protection and inclusion
- Engage in regular training and professional development, particularly in ASD and inclusive practice
- Act in the best interests of all students within the ARP and the wider school
- Demonstrate professionalism at all times, including maintaining confidentiality

(April 2026)

Signed: .....

Dated: .....