



# PASSMORES COOPERATIVE LEARNING COMMUNITY

## Job Description

**Position: SEND Class Teacher Primary Autism Support Centre (ASC)**

**Line Manager: Lucy Thomas – Director of Primary Inclusion**

**Location: The Downs Primary School and Nursery**

**Performance Management Reviewer: Lucy Thomas - Director of Primary Inclusion**

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### **Purpose of the role:**

To carry out the professional duties of a qualified teacher within the Primary Autism Support Centre (ASC), delivering high-quality, adaptive teaching that meets the needs of pupils with autism. The postholder will promote strong academic, social, and emotional outcomes, while supporting inclusion and enabling pupils to access mainstream provision where appropriate.

### **Main duties and responsibilities**

- Carry out the professional duties of a classroom teacher in line with the DfES School Teachers' Pay and Conditions Document
- Fulfil a class-based teaching role within the Autism Support Centre
- Plan and deliver a broad, balanced, and differentiated curriculum based on the EYFS and/or National Curriculum
- Develop and adapt curriculum opportunities to meet a range of developmental and learning needs
- Support assessment and planning for pupils' integration into mainstream settings
- Ensure continuity and progression in pupils' learning
- Build and maintain effective communication with parents and carers
- Promote and maintain high standards of behaviour
- Follow safeguarding procedures at all times
- Undertake day-to-day organisation and administrative duties of the classroom
- Create and maintain an effective learning environment, including appropriate use of resources and displays
- Lead and deploy classroom support staff effectively
- Attend and contribute to meetings, including reviews, parents' evenings, and staff meetings

### **Whole school responsibilities**

- Participate in the performance management and professional development review process, taking responsibility for identifying development needs
- Comply with individual responsibilities for health and safety in the workplace
- Ensure all duties are carried out in line with the School's Equal Opportunities Policy
- Promote and uphold a strong safeguarding culture; all staff are expected to share responsibility for safeguarding and promoting the welfare of children

### **Whole School**

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with line manager.
- To comply with individual responsibilities in accordance with the role for health & safety in the workplace.
- To ensure that all duties and services provided are in accordance with the academy's Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

### **Well-Being and Mental Health**

As a member of staff at PCLC, we take responsibility for looking after our own mental health and wellbeing and that of other adults and children by:

- Supporting and adopting evidence-based practice from credible organizations (e.g. Mind), which have been proven to improve and sustain positive mental health and wellbeing for children and adults.
- Developing knowledge and awareness of how children's mental health can impact on their wellbeing and development.
- Managing our own health and wellbeing, by adopting good health behaviours (for example in relation to diet, exercise, alcohol consumption and smoking).
- Informing a line manager or mental health first aid team member if concerned about the mental health or wellbeing of ourselves or of others.
- Tackling and challenging any stigma regarding mental health and offering support, kindness and understanding to others in need.

In addition to the above areas, the postholder is responsible for the following actions:

**Liaising with** line manager, relevant support staff, subject staff, pastoral staff, LA staff, parents/carers and outside agencies, as and when required.

**Health and Safety**

1. To assist with the carrying out of risk assessments.
2. To ensure that Health and Safety policies and procedures are followed.

**Other specific duties**

1. To play an active part in the life of the school community

***The job description is current at the date shown, but, in consultation with you, may be changed by a co-principal to reflect or anticipate changes in the job commensurate with the grade and the job title.***

**Vic Goddard  
CEO  
May 2026**

## Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>		
Qualified Teacher Status (QTS)	✓	
Experience of teaching in a primary setting	✓	
Experience of, or strong interest in, autism/SEND	✓	
Experience of adaptive teaching across a range of needs	✓	
Additional SEND or autism-specific qualifications		✓
Willingness to undertake NPQ for SENCOs		✓
Experience in a specialist provision or ASC		✓
Experience contributing to Annual Review's		✓
<b>Knowledge</b>		
Knowledge of pupil development	✓	
Effective teaching and learning strategies	✓	
Knowledge of the National Curriculum	✓	
Understanding of high-quality primary teaching	✓	
ICT competence	✓	
Understanding of inclusive education and barriers to learning	✓	
Awareness of autism strategies, interventions and SEND support approaches	✓	
Knowledge of phonics and maths schemes		✓
Understanding of EYFS and developmental approaches		✓
<b>Skills</b>		
Strong classroom practice and behaviour management	✓	
Ability to plan personalised learning programmes	✓	
Ability to lead and work within a team	✓	
Strong communication skills when working with pupils, families and professionals	✓	
Ability to work within a multidisciplinary team	✓	
Organisation and time management skills	✓	
Commitment to safeguarding	✓	
<b>Personal Qualities</b>		
Commitment to inclusive practice	✓	
High expectations for pupil outcomes and behaviour	✓	
Patient, nurturing and resilient approach	✓	
Reflective and committed to professional development	✓	
Positive, proactive attitude	✓	
Ability to work flexibly within a developing provision	✓	
Commitment to equality, diversity and inclusion	✓	
<b>Additional</b>		
Commitment to the wider life of the school	✓	
Satisfactory references	✓	

Satisfactory health and attendance record	✓	
Enhanced DBS clearance	✓	

**Note**

*This role offers an opportunity to contribute to a developing specialist provision, with scope for professional growth and leadership progression. The successful candidate will be expected to engage fully with ongoing professional development and contribute to a culture of inclusion and excellence.*