



Leader of Secondary Outreach Team (Autism Outreach for Schools)

Job Description & Person Specification

Limpsfield Grange is committed to safeguarding and promoting the welfare of children.

Job Description

Key Responsibilities:

- **Develop and lead the secondary outreach team:** Lead the secondary outreach team in providing expert autism guidance and support to secondary mainstream schools across Surrey.
- **Develop and establish intensive outreach programme:** Design and implement a new, intensive outreach service for secondary schools, to enable them to successfully meet the needs of the most complex mainstream autistic students.
- **Collaboration with schools:** Work closely with secondary school leadership teams to develop inclusive practices, provide training, and share resources that promote positive outcomes and enhance educational experiences for secondary aged autistic students.
- **Partnership with Local Authorities:** Build strong relationships with Local Authorities to align outreach services with regional educational goals.
- **Strategic planning and leadership:** Develop and execute strategic plans to expand the outreach service, ensuring sustainability, value for money and positive impact.
- **Advocacy and awareness:** Promote understanding of autism and inclusive education approaches through workshops, seminars, and community engagement activities.
- **Accountability:** Report progress in meeting key performance indicators to both the Headteacher of Limpsfield Grange and the Head of the Autism Outreach for Schools Service.
- **Monitoring and evaluation:** Establish systems to monitor the effectiveness of the secondary outreach team to meet key performance indicators, using data to inform continuous improvement and report outcomes to stakeholders.

Specific responsibilities:

To work effectively with other professionals across schools which commission the Limpsfield Grange Outreach Service through:

- Communicating effectively and positively with all stakeholders at all times.
- Reporting safeguarding and welfare concerns about students in any setting to the Limpsfield Grange Headteacher, in line with the Limpsfield Grange safeguarding policy and procedures, and to the safeguarding team of the commissioning school.
- Responsibility for the day-to-day line management of the secondary outreach team.
- Developing and implementing the new intensive outreach service for secondary schools.



- Working with the Head of the Autism Outreach for Schools Service and the primary outreach teams to provide a high-quality outreach service across Surrey.
- Analysing Limpsfield Grange outreach referral data and writing evaluation reports for the Headteacher of Limpsfield Grange and the Head of the Autism Outreach for Schools Service.
- Providing support and advice for independent sector schools and schools from Other Local Authorities – creating SLAs, negotiating costs terms and content.

Additional Information:

- Annual appraisal will be carried out by the Headteacher.

Person Specification

Key Attributes:

- Proven leadership experience in education, with expertise in autism and inclusive practices.
- Strong strategic thinking and organizational skills to manage and expand outreach services.
- Excellent communication and interpersonal skills to engage effectively with schools, Local Authorities, and the wider community.
- Ability to drive change.
- Ability to advocate for the needs of autistic students, and to promote autism awareness and inclusion.
- Ability to be proactive, innovative, and adaptable in addressing challenges.
- Ability to work collaboratively and to build strong relationships across diverse groups.
- Resilience, determination and flexibility when under pressure.
- Ability to find solutions.

Qualifications:

- Professional qualifications in education, leadership, or a related field.
- Specialist knowledge or qualification in autism education, special educational needs (SEN), or inclusive practices.

Experience:

- Proven track record in educational leadership, with expertise in autism support and inclusive practices.
- Experience in developing and managing outreach services, preferably in secondary school settings (desirable).
- Experience of collaboration with schools, Local Authorities, and other stakeholders to design and implement impactful educational initiatives.
- Successful project management experience, including setting up new services or programmes.



- Demonstrated ability to work effectively under accountability frameworks and to deliver results.

Skills:

- Strategic thinking and problem-solving abilities.
- Strong leadership and management skills.
- Exceptional communication and interpersonal skills.
- Ability to develop and deliver high quality and impactful training and resources for schools.
- Ability to think creatively and to innovate.
- Data analysis and evaluation skills.

The duties may vary to meet the changing needs and demands of the school at the discretion of the Headteacher in consultation with you.

Sarah Wild

Headteacher April 2025