CRESTWOOD
COMMUNITY SCHOOL

Assistant Provision Lead Recruitment Pack

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May we take this opportunity to thank you in anticipation of your application. If, however, you have not heard from us by the proposed date for the interview you should assume that on this occasion your application has not been successful. In that event we wish you every success in any future applications you make.

Section 1: Post Advertisement

Post: Assistant Provision Lead

Start Date: Immediate

Location: Cherbourg Campus

Salary Scale: Grade D: Full-time actual salary £25,176-£27,699

Contract: Permanent

Working Pattern: Full Time: Monday-Thursday: 8 am-4 pm, Friday: 8 am-3.30 pm. 37 hours per week, 40 weeks per year

Closing Date: Friday 6th November 2026

We have an exciting opportunity for an enthusiastic, creative and dedicated manager to be part of the senior team in the Inclusion Support Faculty. This role fits in the senior team of Inclusion Support, and the successful applicant would need to be somebody who is passionate about creating change and improving outcomes for students with special educational needs. We are currently oversubscribed due to our reputation in the local community for our culture of care, pastoral systems, and SEN support. We are looking for somebody who can continue to contribute to this culture and support the provision of pupils in order to meet their needs.

We currently have 120 students on roll who have an Education, Health and Care Plan. The role of the Assistant Provision Lead is crucial in creating bespoke plans for students with EHCPs and those who fall under the umbrella of Inclusion. The ideal candidate will have experience in working with students with special educational needs and experience in supporting students with SEMH, learning difficulties and EAL. You will likely have worked directly with students and be able to show experience of planning provisions and delivering interventions which meet their needs. This role has a significant administration element, and so the ideal candidate will also have experience in working with Education, Health and Care Plans, such as drafting applications and completing annual reviews.

The role of Assistant Provision Lead is overseen by members of the senior team in the Inclusion Support Faculty, which comprises an Assistant Headteacher and two SENCOs. This role sits in the leadership level of the faculty, of which there are also four provision leads who work together to oversee the operational running of the faculty.

The role is varied and adapted daily depending on the needs of the pupils who access the provision. Training and coaching would be available to the ideal candidate should they need further support in any areas of the role.

Crestwood Community School had an Ofsted inspection in February 2024, which confirmed that we continue to be a 'good' school. The report stated that at Crestwood "there is a welcoming, friendly atmosphere". They also said that "teachers and support staff, including those in the early stages of their career, are proud to work at the school. They particularly value school leader's careful consideration of their workload and well-being so that they can focus their efforts fully on pupils' education." In addition Ofsted report that "many pupils, staff and parents describe the school as a 'big family'. This is a happy school, where staff and students want to be. The #Crestwoodfamily pervades through everything we do.

As a school we take staff well being seriously. We offer staff the following:

- Wellbeing weeks, with no commitments scheduled after school
- Free lunch every day
- Half termly cooked breakfasts
- Accrued inset days, taken as twilights, giving staff an additional 4 days off a year
- One well being day per year (during term-time), to be taken at their chosen time (after a qualifying period)
- Weekly thank you bulletin
- Birthday cards
- Heads discretionary leaves of absence for family events
- Acts of random kindness
- Access to mental health first aiders

For the successful candidate, a commitment to raising standards and a passion for developing young adults is essential: this entails a commitment to all learners, to excellence for all, and a belief that a good school makes a significant difference to learners' life chances, levels of attainment and the wellbeing of the community as a whole.

As a new member of staff you will be well supported: we have a comprehensive induction process, and you will be given an Induction Mentor and a 'professional buddy'. Crestwood prides itself on developing its staff through bespoke coaching and training. Many members of the faculty have been successful in gaining promotion within the school.

We will ensure that the successful candidate has:

- Comprehensive induction including a dedicated mentor
- Continuous professional learning, development and improvement
- The opportunity to contribute to raising standards for all our students

Your application should comprise the Support Staff Application form (which can be found on our website). Applications, with the names and addresses of two referees, should be returned to hr@crestwood.hants.sch.uk. **Please include a paragraph on what specialisms you could bring to Crestwood Community School.**

Crestwood Community School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

Section 2: About Crestwood Community School

We are one school over two campuses, serving the children of central Eastleigh, which is a vibrant town, with large amounts of development in both business and residential areas. There has been an expansion in the primary sector with several local schools undergoing expansion to their buildings to accommodate the growth in student numbers. Crestwood merged with the former Quilley School in 2016 to provide one secondary school for Eastleigh, something new and exciting, offering high quality education for the children of Eastleigh. In 2022 we became oversubscribed in every year group and are operating a waiting list across both campuses. The two campuses are situated at Shakespeare Road and Cherbourg Road and both offer the same high quality education to all year groups with little movement of students. We have two specialised Resource Provisions, dyslexia and SEMH.

As the long serving Executive Headteacher of this wonderful school, I have a clear vision and an absolute determination, alongside my team, to continue to improve even further the provision of education across Eastleigh. The school has a very mixed intake and as a result areas such as pupil progress, behaviour and attendance remain a challenge.

The composition of the school as of March 2026 was:

Students	Current	National	Hampshire
School number on roll	1474	Well above average	Well above average
School %FMS(6)	36%	Above average	Well above average
School %SEND support	19%	Close to average	Close to average
School %EHC plan	8.2%	Well above average	Well above average
School %EAL	14.5%	Close to average	Well above average
School number LAC	18	Well above average	Well above average

We agree with the recent Ofsted areas for Improvement and have established school wide staff working parties to address these.

The Ofsted report states that “Leaders and governors are driven by a strong sense of moral purpose. They are ambitious for pupils’ futures and drive to provide the best opportunities for them. Staff share these aspirations and are loyal and committed”.

We care deeply about our school, the staff, the students and the community we serve, we are a school with a heart. We as a school are clear about our improvement agenda and we work cohesively as a school wide team. As this was our fifth consecutive “good” grading it demonstrates that at Crestwood we are continually providing a consistent quality in all we do, against a backdrop of tougher standards and criteria to be judged against.

Staff are predominantly one campus based but may be expected to teach across both sites, whilst playing an active part in their innovative and high-performing teams. Across both campuses we have been successful in establishing a strong culture and ethos, typified by the #Crestwoodfamily.

Our Ofsted report from February 2024 stated that at Crestwood “there is a welcoming, friendly atmosphere”. They also said that “teachers and support staff, including those in the early stages of their career, are proud to work at the school. They particularly value school leader's careful consideration of their workload and well-being so that they can focus their efforts fully on pupils’ education.” In addition Ofsted report that “many pupils, staff and parents describe the school as a ‘big family’.

We have enhanced our campuses significantly over the past few years. We have refurbished nearly all areas across the school. We have had a new crescent area and roof at Shakespeare which has enhanced the building significantly. The Cherbourg Campus is situated between the town’s two post-16 providers. The site is well maintained with specialist facilities in excellent condition throughout, including 5 new Science rooms and refurbished Sports Hall. In totality we are a school continually on the up and have a can-do-more attitude.

Section 3: Person Specification

Job title:	Assistant Provision Lead
Salary Scale:	Grade D: Full-time actual salary £25,176-£27,699
Responsible to:	Provision Lead for Inclusion
Special Conditions:	An enhanced Disclosure and Barring Service (DBS) check is required for this post.

Qualifications

Essential

- Relevant qualifications at Level 3 or above

Desirable

- Qualifications with a specific focus on SpLD including Level 5 DIST qualification.
- Further study at further and/or higher education in courses relevant to the posts.

Professional Development

Essential

- Knowledge of different types of special educational needs.
- Evidence of knowledge and skills applicable to the role applied for.
- Experience of working with children and young people

Desirable

- Aspirations to undertake additional qualifications linked to post if not already held.
- Experience of working within a school and SEN team.

Experience

Essential

- Working with Education, Health and Care Plans, such as drafting applications and completing annual reviews.
- Knowledge of secondary education.
- Knowledge of young people's attitudes and how to engage them
- Ability to use academic or behavioural assessment tools to inform planning
- planning provisions and delivering interventions.

Desirable

- Delivery of intervention programmes, including functional skills.
- Planning and delivery of intervention programmes.
- Working with external agencies.

Knowledge and skills

Essential

- Empathy with pupils and sympathetic to their needs
- Ability to build positive relationships with staff and students

Desirable

- Understanding of principles of learning processes and in particular barriers to learning.
- An understanding of complex needs Special Educational Needs and strategies to support all students

Personal Attributes

Essential

- Professionally discreet and able to respect confidentiality
- Well developed interpersonal skills
- Teamworker
- Trustworthy
- Ability to stay calm under pressure
- Good listening skills and good judgement
- Firm but fair
- Flexible and a good sense of humour
- Good health, stamina, resilience and tenacity