

**Deputy Head of Provision  
for the GROW Provision (Secondary)**

**Job Purpose at the GROW Provision**

To provide high quality specialist support for Key Stage 3 (KS3) children (individually and/or in small groups) whose needs are related to social and emotional wellbeing enabling children with social and emotional wellbeing difficulties to make demonstrable progress in their social and emotional development and with their learning. To achieve agreed outcomes so that each individual child can transition to their named mainstream, secondary provision. To be a centre of expertise for schools and LA to access support and knowledge about children with social and emotional wellbeing needs.

**Safeguarding**

- Demonstrate a commitment to keeping children and young people safe.
- Report any disclosure made, to the appropriate person.
- Report any safeguarding concerns in the workplace to the appropriate person.
- Maintain an awareness of the Trust policies in relation to safeguarding.

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

**Key Responsibilities**

1. Carefully plan a structured learning experience which will promote more positive behaviour drawing on specialist skills and knowledge enabling effective response to pupils with SEMH needs;
2. Ensure the smooth and efficient running of the GROW provision, in the absence of the Head of Provision, with specialist staff suitably deployed to meet the needs of the children on a daily basis;
3. In the absence of the Head of Provision, provide effective management and support to the staff within the provision,
4. Use a plan, do, monitor and review cycle in line with recommended best practice and record progress;
5. Help the child/children to be more confident and independent learners;
6. Promote the child's/children's personal and social growth;
7. To liaise with parents and other school professionals to ensure partnership working progresses and regular purposeful reviews take place;
8. Liaise with other education and social care professionals; for example, SEND Inclusion Partners and Social Care including attending any reviews meetings or professionals' meetings.

9. Support successful integration to the named, mainstream secondary provision.

### **General**

- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the Trust's Equal Opportunities Policy.
- The Sigma Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- 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.

**Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.**

**The post holder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.**

**This job description may be amended at any time following discussion with the line manager and will be reviewed annually.**