

Dear Applicant

Thank you for your interest in the position of Engage Provision Manager at Abraham Moss Community School, Crescent Road, Crumpsall, Manchester, M8 5UF.

Salary: Grade 8, Points 31 to 35 (currently £40,476 to £44,711 pro rata)  
Full-time, TTO including 5 INSET days, 37 hours per week (8.00 a.m. until 4.30 p.m. Monday to Friday)  
Effective: As soon as possible

What benefits are offered at The Dean Trust?

- 26/31 days annual leave entitlement (dependent upon length of service)
- Local Government Pension Scheme – Greater Manchester Pension Fund
- 24/7 access to an Employee Assistance Programme (free of charge)
- Cycle to work scheme
- Annual flu jabs (free of charge)
- Access to family friendly policies

Please find below a job description and person specification.

If you would like to learn more about The Dean Trust, please visit [The Dean Trust](#)

**Method of Application**

The preferred method of application is electronically via our career's website [The Dean Trust Careers](#) All applications must be made using the Dean Trust's application form. Applications will be shortlisted for interview and the HR Department will contact those applicants who are selected.

**Closing Date**

Applications received after the closing time of 9.00 a.m. on Wednesday, 23 April 2025 will not be considered.

The Dean 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.

If you have any questions, please contact us on Noeline Taker by emailing on [noelinetaker@abrahammoss.co.uk](mailto:noelinetaker@abrahammoss.co.uk). Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.

**Human Resources Department**

**Believe Achieve Succeed**

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# Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used; in which case all the usual associated duties are included in this job description.

<b>Job title</b>	Engage Provision Manager
<b>Reporting to</b>	Assistant Head Teacher – KS4, Deputy Headteacher - Pastoral
<b>Main purpose of job</b>	<p>Managing and co-ordinating the day-to-day function and development of the school Engage provision (alternative on site provision).</p> <p>The coordination of programmes of support for pupils.</p> <p>Deliver high quality training to individuals and groups ensuring that learners progress and achieve their qualifications or programme in a timely manner.</p> <p>Provide excellent pastoral support through individual reviews and 1:1s to ensure that barriers to learning are minimised and learners are supported to complete their programme of study.</p>

## Key responsibilities:

### Leadership

- To lead and manage pupils and staff with the school's newly remodeled Engage Provision.
- To lead the school Engage provision on a daily basis
- Maintain records of pupil referrals and restorative intervention programs. Provide a half-termly update of referrals along with an overview of the impact of intervention.
- Ensure work is carried out in accordance with the Health and safety at Work Act 1974 and subsequent legislation as detailed in the Abraham Moss Community School Safeguarding Policy and Keeping Children Safe in Education document.
- Take responsibility for personal professional development, keeping up-to-date with research and developments in teaching pedagogy which may lead to improvement in teaching and learning.
- Lead staff training in supporting inclusivity for all students in the school
- To assist in the development of appropriate schemes of work, marking policies, teaching strategies and resources within the Engage provision.
- To keep learner, employer and other staff informed of learner progress and ensure all contribute to the plan of action which ensure learners timely success.
- Participate in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post.
- To maintain a high presence around the school with staff and pupils.
- Attend pastoral and curriculum meetings as required and contribute to the school's agenda for school improvement.
- Provide a daily summary of pupil conduct to the AHT/Head of Year and plan for further intervention if necessary.
- Organise individual daily timetables, which encourage and allow pupils to work independently.
- Work with the Assistant Headteacher for PDC to improve community engagement with local businesses to enhance the curriculum offer.
- Work with external agencies to ensure suitable provision and progress for pupils.

## Teaching

- To ensure a quality learning experience for pupils that meets internal and external standards.
- To deliver a bespoke curriculum tailored to the needs of specific pupils within the schools Engage provision.
- To prepare appropriate training, assessment and action plans, to support learners in their acquisition of skills and knowledge and monitor their progress.
- To use a variety of delivery methods which will stimulate learning appropriate to pupil needs.
- To support with after school detentions where necessary
- Work with pupils in the Inclusion provision to maximise academic progress by; monitoring, track and record pupil behaviour and progress in order to inform future delivery of lessons.
- Work with learners to ensure timely achievement of qualifications.
- To provide 1-2-1 support for learners/apprentices as appropriate and carry out reviews on a timely basis.

## Behaviour Management

- Set clear expectations and boundaries for pupils in Engage provision and demonstrate a consistent approach to create and sustain a controlled, orderly environment.
- Communicate with Heads of Year as and when required to discuss pupil behaviour, intervention programmes and external agencies.
- Promote positive behavioural change in pupils who experience social, emotional and behavioural difficulties.
- Work in conjunction with the Assistant Head Teacher for KS4 to implement and update Individual Behaviour Plans and Pastoral Support Programmes as necessary.
- To seek to apply win-win discipline opportunities in all situations to build relationships.

## Other specific Duties

- To contribute and promote safeguarding at all times, to ensure the safety and security of children, young people and vulnerable adults
- Undertake such other duties as may be reasonably required of the post-holder. This may include teaching, practical instruction and student assessment and other related activities.

## All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school Performance Management process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To promote the area of responsibility within the school and beyond
- To represent the school/academy at events as appropriate
- To support and promote the school ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Headteacher and Chief Executive Officer

All post holders must comply with The Dean Trust professional standards for leaders and managers. The job description will be reviewed as necessary as part of the Performance Management process and is subject to modification and amendment at any time after consultation with the post holder.



## Person Specification

<b>Education and qualifications</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"><li>• A good level of education, including GCSE Mathematics and English Language A - C or equivalent</li><li>• Recognised learning and development qualification at level 3 or above</li></ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"><li>• A level and/or degree qualification</li><li>• PGCE</li></ul>
<b>Experience</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"><li>• Experience of working with children with disengagement and challenging behaviour, particularly children aged 11-16 years</li><li>• Experience of working in an educational context</li><li>• Experience of working with children on a 1:1 basis</li></ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"><li>• Previous experience of co-ordinating a behaviour facility</li><li>• Experience of delivering an alternative curriculum such as horticulture, hair and beauty, animal management etc.</li><li>• Experience of using the SIMS database</li></ul>
<b>Knowledge</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"><li>• Knowledge and understanding of safeguarding issues.</li><li>• Knowledge of areas of KS3 and KS4 curriculum</li><li>• Relevant industry and subject knowledge</li></ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"><li>• Knowledge of relevant organisations and agencies relating to behaviour and welfare</li><li>• Understanding of relevant legislations and procedures relating to school attendance.</li><li>• Knowledge of the Local Authority's relevant procedures and practices regarding the behaviour and attendance of vulnerable pupils</li></ul>
<b>Skills and abilities</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"><li>• Passionate about the role of an Inclusion provision facility and making a difference for our young people</li><li>• Ability to use management and organisational skills to provide an efficient service</li><li>• Ability to prioritise time and tasks to meet deadlines</li><li>• Ability to work independently and use initiative</li><li>• Ability to coordinate two separate removal facilities to ensure all pupils are managed in-line with school procedures</li><li>• Hardworking and committed</li><li>• Calm and patient</li><li>• Confident and able to deal with challenging behaviour</li><li>• Ability to de-escalate situations</li><li>• Good team work and interpersonal skills, being able to work and liaise with a large team of staff</li><li>• Ability to work through set tasks on a 1:1 basis with children</li><li>• Computer skills including excel, outlook, word, and use of databases</li></ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"><li>• Mentoring skills</li></ul>

