



CROOKHORN COLLEGE

Headteacher: Sarah Bennett, B.A. (Hons), N.P.Q.H.

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JOB DESCRIPTION

RESOURCED PROVISION MANAGER

As well as demonstrating all the characteristics of a Main Pay Range teacher you are required to be competent and carry out your additional Teaching and Learning Responsibility as detailed below:

Whole College organisation, strategy and development

- Establish and lead the Resourced Provision, creating an inclusive, high quality learning environment that meets the needs of all students allocated to the provision.
- Oversee identification and assessment of students for access to exams.
- Carry out all tests on the SEN testing calendar. Ensure resulting data is distributed to relevant staff.
- Be responsible for consults for all Resourced Provision applications
- The lead SENCO for all the Resourced Provision EHCP's including all relevant professionals and parents
- Implement, monitor and evaluate the intervention programme.
- Maintain and update the SEN provision map for all EHCP students you are responsible for.
- Produce a timetable for the deployment of TA's linked to the Resourced Provision.
- Collaborate on the SEN Audit on an annual basis.
- Implement the OFSTED criteria regarding efficiency and effectiveness of SEN resource management.
- Be responsible for TPA's for all incoming Resourced Provision students.

Professional development

- Management of IPP's and IPP reviews each academic year for staff you directly line manage.
- Manage/deliver/evaluate CPD in all areas of SEN.

Working with colleagues and other relevant professionals

- Liaise with appropriate external agencies to support student learning eg Educational Psychology Service.
- Work with Transition Team to visit all main feeders and other primaries where students are identified with significant SEN issues.
- Advise staff in their subject and pastoral roles – keeping them up to date on developments in the Resourced Provision and SEN.
- Liaise with the data and exams officer re: the organisation and delivery of bespoke exam requirements for SEN students and students allocated to the Resourced Provision.
- Lead on staff CPD in relation to ASD. Ensure good specialist practice from the Resourced Provision filters out to all subject teachers and TA's

Signed: _____

Dated: _____