

SEN Manager for Additional Resourced Provision (ARP) – Job Description
TLR 2a and SEN S1 allowance

This job description forms part of the contract of employment of the successful applicant. The appointment is subject to the conditions of employment of Teachers contained in the School Teachers' Pay and Conditions document and other current educational and employment legislation.

Responsible to: Head of Inclusion

Responsible for: All members of staff who work in the ARP (Access Centre). There will also be responsibility for all cross-curricular and extra-curricular activities relating to the ARP.

Job Purpose:

- To adhere to and deliver the regulations set out in the ARP Service Level Partnership Agreement
- To lead, manage, maintain and develop the high quality ARP provision and manage student achievement across subject areas.
- To provide emotional and social well-being support to all ARP students and support personal development
- To lead teaching and learning in the ARP and to develop the ARP in line with school and national policy
- To work with other subjects in order to raise attainment through cross-curricular links
- To lead monitoring, review and evaluate as a core function of the role in order to identify strategies to raise student achievement and progress in the ARP
- To be accountable for promoting and safeguarding students' welfare and personal development as part of a departmental and school approach
- To develop a positive working environment that supports students' learning and ensures positive behaviour for learning for all ARP students
- To develop a partnership working with other statutory, voluntary and community organisations
- To maintain the NAS accreditation status in order to uphold the high standard of service the ARP offers and delivers to students

Responsible for:

- Ensuring a range of effective structures and systems aimed at supporting student achievement and progress across the curriculum
- Leading strategic work on interventions to raise attainment and to manage behaviour for learning
- Ensuring that the subject resources are effectively deployed in order to maximise student achievement and progress
- Line manage the ARP staff and comply with performance management procedures
- Taking a lead role in the recruitment of Key Support Workers for the ARP
- Advising the Headteacher and Governors on curriculum and staffing issues
- To carry out initial assessments and make on-going assessment of the students in the ARP
- Liaison with the Designated Safeguarding Lead (DSL), attend CP/Child in Need meetings as appropriate
- Excellent record keeping relating to the students' progress and other pertinent issues

Curriculum:

- Maintain up to date knowledge of the curriculum area including statutory requirements

- Provide a curriculum appropriate to the needs of all ARP students
- Complete, monitor and evaluate schemes of work
- Promotion of national/local priorities and strategies
- Provision of enriched curriculum including booster classes, visits and external speakers
- To promote autism; informing staff and students about national events
- To write and regularly review the Department Improvement Plan with respect to the SEF
- Contribute to the School Development Plan with regards to development of learning and teaching for ARP students on a whole school level in conjunction with the leadership team
- To develop policies in line with the school.
- Lead the process of monitoring and evaluation of curriculum areas in line with agreed school policies and procedures, including evaluation against quality standards and performance criteria
- To work with the students towards national recognised qualifications eg ELC, AQA, GCSE and BTEC

Students Outcomes/Performance:

- Writing of Annual Reviews, Subject Reviews, Student Support plans
- Monitoring and analysis of student performance within the curriculum area
- Targeting critical students
- Identification of suitable intervention strategies
- Development of alternative courses
- Ensure the emotional and social well-being and personal development of all students within and beyond the school
- Liaising with Head of Year, Head of Department and teachers to monitor student progress
- To deliver Autism Awareness to Year 7 annually in the Autumn term
- To prepare and provide regular progress presentation to the Senior Leadership Team, Governors and Parents as appropriate including exclusion meetings

Parental/Carer Engagement:

- To ensure parents/carers are informed of student progress via face-to-face meetings, phone calls, letters and emails
- To lead Annual Reviews
- To lead termly parent workshops on Autism Awareness
- To lead aspects of parent consultations, information evenings and other school events

Staff Development:

- Support the development and implementation of the vision and strategic direction of the school which reflects its educational and moral aspirations and values
- To foster a shared vision in the curriculum team which reflects the whole school vision and within the context of the SEF
- To ensure appropriate emotional and social development
- To support, monitor and motivate team members
- To conduct Performance Management of staff and identify training needs
- Advising the Headteacher on progression, references and promotions
- Work with the Head of Inclusion to ensure effective selection of new staff
- Delegation of support staff roles
- Lead on INSET regarding the ARP students and autism
- To encourage participation in whole school initiatives
- To identify staff for performance management

Resources and Finances

- To manage the budget allocated to the ARP in conjunction with the Head of Inclusion and provide value for money
- To ensure the environment within all rooms and corridors are conducive to the learning of students with autism

Safeguarding:

- Be keenly aware of the responsibility for safeguarding children and to help lead the application of the Safeguarding and Safe Practices policy within the school
- Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons

Personal Responsibilities:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To support the school in meeting its legal requirements for worship
- To actively promote school policies and procedures
- To be responsible for own continued professional development
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate.
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment
- To undertake duties before the school day, at break, at the end of the lunch period and after the school day on a rota basis
- To attend meetings scheduled in the school calendar punctually
- To set cover work during any leave of absence
- To adhere to the School's Safeguarding Policy.
- To attend Governors meetings as and when required

Notes:

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head of Inclusion