



## **JOB DESCRIPTION**

**POST: On Site Provision Manager**

**GRADE: Grade 5/6 (Points 12 to 29) Dependent on Skill Set/Experience**

**Revised: September 2023**

### **Job Purpose:**

1. To manage the day to day running of On Site Provision, ensuring that students are effectively supervised and that high standards of behaviour are achieved.
2. Ensure students are aware of the procedures and expectations whilst in On Site Provision and when necessary, reinforce the reasons for the sanction.
3. Develop additional programmes of work for students to complete during On Site Provision in liaison with subject leaders so that student learning is maximised.
4. Record and report on the behaviour and progress of the students in On Site Provision and communicate in a timely way with SLT link any further sanctions or reasonable adjustments in keeping with the Behaviour Policy.
5. Challenge and motivate students to promote and reinforce high levels of self-esteem.
6. Support student management strategies and policies of the school and undertake additional duties (when no student has been referred) e.g. On call, in-class behaviour support, student mentoring.
7. To liaise with parents/carers where deemed appropriate to reinforce behaviour expectations of the academy.

### **Responsibilities:**

1. Responsible for ensuring there is work provided by staff and ensuring that all work is effectively distributed and collected in at the end of each day.
2. Responsible for notifying Senior Leadership of any issues with work provided, either in quality or quantity.
3. Communicate set work to students and offer help and guidance as required.
4. Provide feedback and encouragement to students in relation to their progress whilst in On Site Provision.
5. Maintain a calm and positive environment in which students can learn and which is conducive to good behaviour.
6. Maintain appropriate standards of behaviour in the room in accordance with academy policy.
7. Manage the upkeep of the room including signage and ensure that the On Site Provision room is effectively resourced, stocked and maintained.
8. Liaise with Senior Leadership and Head of Years in regards to on site pro.
9. Promote positive values, attitudes and behaviours to students.

## Whole School Leadership and Wider Professional effectiveness

1. To attend meetings specific to On Site Provision and behaviour management strategies and contribute to improving systems and procedures e.g. appropriateness of work set, amendments to procedures, improvements to learning environment and engagement of students.
2. Participate in the induction of new staff.
3. Work with the School Office to Maintain appropriate records on SIMs to ensure student records are accurate and report to the relevant staff.
4. Assist in the implementation of all academy policies and procedures where appropriate, for example Equal Opportunities, Health and Safety, etc.
5. To attend academy and relevant wider based training sessions as required or necessary.
6. To attend meetings and undertake duties as reasonably directed by the Principal.
7. Log on CPOMS all behaviour, attendance and safeguarding concerns.

### Professional Characteristics:

1. Demonstrate uncompromising leadership.
2. Create a climate which enables staff to develop, challenge and support each other.
3. Mentor and coach students to develop confidence and maintain positive attitudes.
4. Communicate effectively and with professional integrity within and beyond the School community.
5. Provide a positive role model for students.
6. Encourage students' motivation and enthusiasm in the school, developing positive responses to challenge and high expectations.
7. Identify own personal and professional development needs and seek to achieve own challenging appraisal objectives.
8. Build and maintain effective teamwork with high expectations of outcomes.
9. To undertake (where contractually appropriate) specific duties within the scope of the Job Description in school holidays.

This job description will be reviewed annually with the post holder and the line manager to reflect or anticipate changes in the job, commensurate with the grade for the post and job title.

I have read the job description and agree to all the terms and conditions set out. I also agree to comply with all Academy Policies, Child Protection and Health and Safety Regulations. I understand that this job description is not an exhaustive list and I agree, when required to undertake any reasonable requests made by the Principal.	
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Name:	Signature:
Date:	
Name:	Signature:
Principal	Date: