

Dovecote Resource Provision Manager

Bishop Young CofE Academy



Salary scale:	SO2, SCP 26-28
Working hours:	37 hours
Academy/department:	Bishop Young Academy - Dovecote
Responsible to:	Dovecote Resource Provision Manager
Nature of contract:	Permanent, TTO 38 weeks per year plus 10 days (40 weeks)

Job purpose:

- Operationally lead the Dovecote Complex Communication Needs and Autism Spectrum Condition (ASC) resource provision.
- To assist the SENCO and Leadership Team with the strategic management and organisation of a Resourced Provision to support the effective inclusion of vulnerable learners with a focus around Communication Needs and ASC.

Job specific responsibilities:

- To work to promote the full inclusion, attainment and achievement of the pupils in the Resourced provision, through a whole Academy approach.
- To guide and oversee the day-to-day deployment of support staff allocated to the provision and within mainstream lessons, in order to respond appropriately to support needs of the students.
- To deliver and line manage the planning, tracking and evaluation of appropriate specialist interventions to meet the identified needs of SEND pupils in the Resource Provision, and planned provision, adapting these to meet changing needs.
- To maintain a stimulating learning environment within the Resource Provision, suitably adapted to the needs of all SEND students in such a way as to promote engagement and achievement including the identification of specialist equipment.
- To monitor and evaluate compiled reports, for Progress Reviews and Annual Reviews, such as EHCPs, as required and supervise that review meetings are convened across Academy in conjunction with the named SENCO.
- To maintain records and keep updated information that informs all academy staff about the particular strengths, learning styles and needs of the ASC pupils, and of appropriate strategies to meet these.
- Working within Academy systems, to lead on the liaison with parents in relation to the special needs of their child, to promote consistent approaches between home and Academy.
- To support Academy and Resource Provision events and attend as required including parents' evenings, transition visits and summer school.
- To undertake ad hoc duties as may be required by the SENCO, Principal and / or Senior Leadership Team.
- This post holder is responsible for ensuring that all Bishop Young Academy's Safeguarding and Child Protection Policies are adhered to and concerns are raised in accordance with these policies.
- Work with the DSL and safeguarding team to refer cases of suspected abuse and radicalisation to the appropriate outside agencies and/or children's services.

Abbey MAT responsibilities

- Contribute to the overall aims and values of the academy and Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all academy and Trust policies and procedures including child protection, safeguarding, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- To safeguard and promote the welfare of children for whom you have responsibility, or come into contact, including adhering to all specified procedures
- To promote and adhere to principles underpinning equalities in terms of employment and service delivery to ensure that colleagues are treated, and services delivered, in a fair and consistent manner.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in this profile, but which is in line with the general scope, grade and responsibilities of the role.

People Profile:

Aptitudes, qualities and values:	Essential	Desirable
Ability to work flexibly and collaboratively as part of a team as well as on own	✓	
Effective communicator, influencer and negotiator	✓	
An innovator who will support and drive change	✓	
Good time management and Organisation Skills	✓	
Confident, positive and approachable	✓	
Ability to effectively use technology, IT systems and other applications	✓	
Learns continuously and effectively adapts behaviour in response to feedback; able to evaluate own performance and focus development accordingly	✓	
A commitment to our mission and values demonstrated by current practice	✓	
Support the Christian ethos of Abbey Multi Academy Trust	✓	
Qualifications, knowledge, skills and experience:	Essential	Desirable
GCSE's grade 4-9 (or equivalent) in English/Literacy and Mathematics/numeracy.	✓	
Recognised and relevant NVQ Level 3 qualification or equivalent.	✓	
Experience of working with children with SEND.	✓	
Recognised qualification or training within the field of ASC.		✓
Experience of working in a classroom / setting environment.		✓
Knowledge of numeracy and literacy strategies.	✓	
Driving licence/access to vehicle and willingness to travel.		✓
Safeguarding and promoting the welfare of students:	Essential	Desirable
Appropriate motivation to work with children and young people	✓	
Ability to maintain appropriate relationships and personal boundaries with children and young people	✓	
Comply with the Trust's commitment to the protection and safeguarding of children	✓	

Our Trust mission:

In partnership to Educate, Nurture and Empower

Our Trust vision:

Abbey Multi Academy Trust is committed to providing high quality education for all within an environment which is welcoming, disciplined and purposeful. Through a range of opportunities including academic, cultural and spiritual, our pupils and colleagues are empowered and nurtured to flourish and live 'life in all its fullness' (John 10:10).

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