**Alternative Resource Provision Centre Manager**

**Job Description**

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| **Job Title** | ARP Centre Manager |
| **Salary Scale** | Staff will be paid equivalent to SEN Allowance + TLR + Inner London Pay Scale |
| **Responsible to** | SENCo |
| **Line Management Responsibility** | ARP teachers and ARP support staff |
| **Main Purpose of role** | * To lead together with the headteacher, senior leadership team and colleagues the strategic development of the additional resource provision (ARP) * Oversee the day to day operation of the ARP with the aim of raising achievement of pupils with special educational needs and disabilities * To offer all learners in the ARP an effective education in a motivating environment, which provides equality of opportunity for all * To work collaboratively and in partnership with learners, parents/carers, governors, other staff and external agencies * To be responsible for promoting and safeguarding the welfare of children and young people within the school |

**Teaching**

* Be a positive role model in terms of behaviour, work and attitudes
* Set high standards of work and behaviour in the class and all other areas of the school
* Plan for progression across the age and ability range taught, designing effective lessons/programmes of work in accordance with the needs of individual learners
* Teach challenging, well organised lessons, using an appropriate range of teaching strategies which meet individual learners’ needs
* Plan for children to be included in mainstream lessons for parts of each week where appropriate
* Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives and monitoring learners’ progress and levels of attainment
* Provide timely, accurate and constructive feedback on learners’ attainment, progress and areas for development
* Deliver the National Curriculum as relevant to the age and ability group/subject taught, other relevant initiatives and the school’s own schemes of work
* Advise and work collaboratively with the SENCo and others on the preparation and development of teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements as appropriate, particularly to help ARP pupils with their inclusion.

**Leadership and management role**

* Contribute to the vision, aims and ethos of the school
* Contribute to, implement and evaluate the success of the School Development Plan relevant to the ARP
* Lead and manage all staff working in the ARP to ensure excellent outcomes for stakeholders and pupils
* Together with the SENCO ensure the school meets it statutory SEN obligations
* To be an excellent role model for the ARP team in terms of teaching, behaviour management and classroom management
* Support the SENCO, assessment leader and other subject leaders in monitoring and reviewing the curricular provision in the ARP in terms of:

- breadth and balance ensuring that the schools’ curriculum map is being followed

- reviewing pupil progress through the analysis of data ensuring information is used for planning and target setting

- ensuring completion and transfer of records and implementation of all policies

- differentiation and personalised learning goals for pupils

- quality of learning and teaching with responsibility for improved pupil outcomes including lesson observations

* Take a lead in amending as appropriate, securing and embedding within the ARP the pastoral and behavioural support systems present in the school.
* To participate in regular ARP team meetings with team members
* To act as a mentor for new staff and visitors within the ARP
* Liaise with colleagues both externally and internally to identify group and individual training needs and provide support for colleagues within the ARP or arrange for specialist training
* Support mainstream staff who will be working with ARP pupils during inclusion lesson
* Advising the SENCO, LA Admissions and SEN Panel on vacancies and services available from the ARP
* Participate in the recruitment of all staff in the ARP

**Monitoring and Assessment**

* Monitor the teaching and learning activities to meet the needs of pupils within the ARP
* Monitor progress of objectives and targets for pupils within the ARP from teacher’s plans, evaluate the effectiveness of teaching and learning by work analysis and use these analyses to guide future improvements
* Play a key role in developing and maintaining SEN records, strategic assessments ensuring these are regularly reviewed and updated
* Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils progress, attainment and well-being, refining your approaches where necessary
* Ensure that targets on EHC plans and all recommendations from professionals are implemented and regularly reviewed.

**Administrative tasks**

* Manage, monitor and account for any budget delegated by the SENCO for the ARP
* Organise and monitor the use of resources
* Be responsible for the organisation, planning and evaluation of the school programmes for the ARP
* Be responsible for the organisation of all assessment tasks within the ARP Staff development
* Act as a reviewer with the arrangements for the performance management of all identified staff (including support staff)
* Lead and participate in staff training and development opportunities as appropriate for the ARP
* Act as a mentor or consultant to colleagues and encourage collaboration, co-operation and teamwork
* Keep abreast of current developments in SEN and disseminate information as appropriate
* Liaise with support services (e.g.EPS, Speech and Language Service)
* Management of records including Annual Reviews
* Maintain an overview of ARP commitments, capacity and priorities
* Report to governors on the ARP’s activities

**Other**

* Work effectively with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision
* Keep parents and carers informed about their child's progress on a regular basis
* Work collaboratively with other professionals, agencies, governors and neighbouring schools to secure the best provision for pupils with SEN, providing reports to fellow professionals as and when required.
* Liaise with other schools to ensure continuity of support and learning when transferring pupils with SEN

*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.*