



THE CONSORTIUM
ACADEMY TRUST

Shaping Positive Futures

Enhanced Resource Provision Manager

We know from experience that things change throughout the lifetime of a role and so this JD isn't a list of everything you will do – this gives our people the chance to play to their strengths.

How you will make an impact...

- Help maintain the ethos of The Consortium Academy Trust by driving our organisational culture forwards and using every opportunity to embed our values.
- Taking responsibility for your own development - that way we can make the biggest impact!
- We are always looking for someone who can contribute to our growth.
- More than anything, we are looking for a team player who puts their heart into their work. We have some core values that run through everything we do, and we'd love it if they resonate with you too.

About the role...

Main purpose of the role:

To co-ordinate on the planning, preparation, delivery and efficacy of the Enhanced Resource Provision for learners with Cognition and Learning needs. To develop, monitor and deliver education in line with Alternative Curriculum strategy

Our ERP is designed to appropriately meet the needs of learners with Education, Health and Care plans, within a mainstream environment, whilst also ensuring their significant needs are well supported in a fully inclusive manner. The role of the ERP Manager is to co-ordinate the support required for these learners.

To implement the Vision and Values of the Academy by aspiring to consistently deliver outstanding learning opportunities to children and young people both inside and outside the classroom environment. Ensuring aspirational standards of behaviour and achievement are evident at all times and contributing to the calm environment of the Academy. Work within the policies and procedures as laid out by the Trust and always provide a good role model for children and young people, both in and out of the school environment.

Main tasks and responsibilities

1. To have in-depth knowledge and understanding of each ERP learner's SEND needs
2. To lead on effective reviews of each learner's needs and support requirements
3. To ensure all school staff have knowledge and understanding of each learner's needs and support requirements
4. To plan, deliver and assess curriculum to ERP learners (Functional Skills, Humanities, Literacy and Numeracy, PSD)
5. To lead on effective review meetings of learners
6. To liaise with external agencies regarding appropriate strategies and support
7. Liaise with school staff regularly in tracking the progress of ERP learners
8. Liaise with school staff regularly to ensure needs of ERP learners are being met
9. Liaise with parents and carers on all matters relating to the ERP
10. Co-ordinate effective deployment of ERP Learning Assistants

11. Active engagement with CPD, including the sourcing of such training, relating to the needs of ERP learners. This is to include the cascading of CPD to others involved in the support and education of ERP learners
12. To prepare and maintain effective and accurate records of ERP learners
13. To be the main point of contact for all ERP learners
14. To be the main point of contact for all matters relating to ERP learners from staff, parents/carers, external agencies
15. To work closely with SENDCo and Assistant SENDCo in all areas
16. Liaise with the class teacher and SENDCo in relation to the use of Intervention Strategies for ERP learners
17. Co-ordinate educational visits and outings
18. Assist in establishing a positive learning environment within the Academy, including undertaking supervisory duties at break time and lunchtime as necessary
19. Co-ordinate after-school clubs for SEND learners
20. To ensure the effective deployment, training and line management of ERP Learning Assistants

Student Management

- Contribute as necessary to support plans
- Follow the Academy policies and undertake responsibilities around the Academy site to facilitate the smooth running of break/lunchtime/before and after school
- Work with the Learning Support teams to ensure effective learning activities
- Providing guidance and advice to students on educational and social matters and ensure accurate record keeping is maintained

Expectations

Hessle High School has high expectations of all its employees to ensure that they provide a professional service to our young people and local community and beyond.

Appraisal Targets will be aspirational and set on an annual basis in discussion with the Line Manager.

Other

Hessle High School & Sixth Form College has high expectations of all its employees to ensure that they provide a professional service to our young people and the community.

Appraisal Targets will be aspirational and set on an annual basis in discussion with the Line Manager.

This Job Description is intended to highlight the main responsibilities and expectations for the post holder and is not the entirety of what a member of staff may reasonably be required to complete in line with the priorities of the organisation. Neither is it intended to highlight the amount of time which should be spent on each task.

As a member of staff of The Trust

- Role model appropriate behaviours within a professional environment including conduct, communication and personal appearance
- Demonstrate a commitment to Positive Discipline
- Role model high levels of literacy and numeracy including modelling appropriate language
- Have high expectations of students
- Aspire to develop your professional skills
- Use all forms of social media appropriately
- Take responsibility for the reputational management of The Consortium Academy Trust schools
- Contribute to systems of evaluation and performance of the organisation positively

Your duties may involve access to information of a confidential and sensitive nature which may be covered by the General Data Protection Regulation (GDPR). All employees of The Consortium Academy Trust will be expected to comply with the GDPR when handling any personal data. Confidentiality must be maintained at all times. In addition to the above the post holder must be committed to safeguarding and promoting the welfare of children and young people.

This Job Description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. In addition, you may be expected to take part in any other reasonable duties which may be required.

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About you...

This is the job for you if you hold the following qualifications, experience, knowledge, skills and values:

Qualifications and Training

Essential

- QTS
- NASENCo or equivalent/willingness to under
- Level 2 English and Maths
- HLTA or equivalent
- QTS preferable

Experience, Knowledge and Skills

- Experience of working within a school SEND department
- Experience of planning and delivering bespoke interventions
- Experience of lesson planning and delivery
- Experience of external agency meetings
- Experience of the Education, Health and Care plan process
- Experience of supporting learners with all additional needs
- Ability to make judgement at short notice in relation to learners and their behaviours

Values and Personal Competencies

Essential

- Adaptability Attention to detail
- Strong level of ICT skills
- Strong interpersonal skills

Desirable

- Committed to the values and vision of the Trust.
- Team focused with the ability to work independently and take initiative.
- Committed to equality, diversity and inclusion.
- Strong morals, ethics and sound judgement.
- A role model of the Trust's Values.