

# **Job Description**

## **Resourced Provision Manager**

15<sup>th</sup> May 2026

## **Post: Resourced Provision Manager**

**Responsible to: SENDCO**

### **Job Purpose**

To lead the day-to-day operation of the Resourced Provision, ensuring that targeted adaptations and structured interventions enable all pupils to make progress within a diverse and ambitious school curriculum.

### **Main Responsibilities**

- Leadership: Lead the day-to-day operation of the Centre through effective planning, organisation, and management.
- Student Support: Triage, support, and facilitate the learning of students attending the provision.
- Specialist Intervention: Promote and implement effective strategies to support students with academic, communication and interaction needs. (C&I).
- Barrier Removal: Work to remove barriers to attendance and learning through practical, logistical, and emotional support.
- Monitoring: Develop, implement, and record targeted interventions on the school's Provision Map.
- Safeguarding: Ensure safeguarding, child protection, and health and safety policies are implemented effectively within the Centre.
- Collaboration: Work with the SENCO to strengthen inclusive practice and adaptation in the centre and across the school, and with teaching staff to support attendance and progress in lessons.
- Communication: Maintain effective communication with a range of internal and external professionals, agencies, and parents.

### **Other areas of responsibility**

#### **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Be alert to when persistent absence becomes a safeguarding concern and early help may be required.
- Work with the designated safeguarding lead (DSL) to promote the best interests of students, including sharing concerns where necessary.

### **Notes**

The above duties are subject to the general roles and responsibilities contained in the Statement of Conditions of Employment.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

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. It is not necessarily a comprehensive definition of the post and will be reviewed annually. It may be subject to modification or amendment at any time after consultation with the post holder and the duties may be varied to meet the changing demands of the school at the reasonable discretion of a Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete their particular duties.