



Job Title: Provision Lead
Salary Scale: Main Pay Scale/Upper Pay Scale + TLR 2b
Responsible to: Performance Management Team Leader, SENDCo and Head of School

Job Purpose:

The Provision Lead will drive the strategic development and leadership of a high-quality, inclusive educational provision for children with autism spectrum disorder (ASD) within The Den.

In addition to this, as a key member of the school's Leadership Team, collaborating closely with the SENDCo, this role will focus on advancing the provision for all children with additional needs across school ensuring the efficient and timely implementation of statutory procedures, including Education, Health and Care Plan (EHCP) reviews, annual reviews, and other related processes.

Main Duties

All teachers are required to carry out the duties of a schoolteacher as set out in the current School Teachers' Pay and Conditions Document. Teachers should also have due regard to the Teacher Standards. Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the academy.

Strategic direction and development of the school

- Support the vision, ethos and policies of the school and Trust, promoting high levels of achievement.
- Lead the strategic and operational development of the Resourced Provision, ensuring it aligns with the school and Trust's wider vision for inclusion and high-quality education for all children.
- Oversee the implementation of evidence-based, structured pathways that meet the individual needs of children with ASD, ensuring consistency and sustainability in teaching practices.
- Work collaboratively with the SENDCo and Leadership Team to enhance the whole-school approach to SEND, ensuring the Resourced Provision is an integral part of the school's strategic objectives.
- Analyse EHCP targets and other data regularly to inform strategic planning and adapt interventions, ensuring that all children make excellent progress and achieve their potential.
- Drive improvements in the quality of teaching and learning within the Resourced Provision by fostering a reflective, evidence-informed culture of continuous improvement.
- Support the SENDCo in the strategic development of the school's SEND provision, ensuring that all children with SEND, including those with ASD, are appropriately identified, supported, and challenged.
- Provide leadership and direction for staff involved in supporting children with SEND, ensuring that all staff are trained and confident in delivering personalised, inclusive strategies, with the necessary skills, knowledge, and resources to deliver effective support.
- Contribute to the review of EHCPs in line with the SEND Code of Practice 2014.

Learning and Teaching

- Create a structured and supportive learning environment that promotes effective learning, high standards of achievement, behaviour, and discipline, while fostering positive behaviour, peer interaction, and the development of essential life skills. This environment will enhance independence, social development, and emotional well-being for all children, ensuring a positive and encouraging atmosphere.
- Develop and implement innovative and inclusive teaching strategies that address the specific challenges faced by children with ASD, ensuring all learning opportunities are accessible, engaging, and purposeful while providing targeted support to meet their individual needs.
- Regularly observe and assess children progress, adapting teaching methods and materials to ensure continuous development in both academic and social-emotional areas.
- Monitor and evaluate the quality of learning in the Resourced Provision. Acting quickly to address concerns.
- Provide coaching to staff working in the provision and ensure systems are in place to share and demonstrate good practice.
- Assist in the creation, implementation, and review of SEND support plans for children across the school.
- Oversee and coordinate the timely and effective review of EHCPs for children with special educational needs, ensuring adherence to statutory deadlines.

- Liaise with parents, schools, external professionals, and local authorities to ensure reviews are comprehensive and meet statutory requirements, while preparing and collating all necessary documentation and ensuring that recommendations are properly documented and followed up.

School Ethos and Priorities

- To develop positive relationships with parents and external partners to ensure individual need are met and to ensure the best possible outcomes and progress on the curriculum pathways
- To develop links with the wider community to enable children to learn from direct experiences.
- Support the SENDCo in the development and delivery of the school's SEND policy, ensuring that teaching and learning strategies for children with SEND are effectively embedded across the school.
- Collaborate with the SENDCo to assess and identify the ongoing CPD needs for both the educational pathways and individual children, ensuring continuous professional growth and tailored support for staff to meet the diverse needs of children.
- Assist with the planning of CPD and lead where appropriate.

Other responsibilities

- To take an active role in personal development through CPD and reading to ensure the provision's continual development.
- Take on specific tasks related to the day-to-day administration and organisation of the school as agreed with the Head of School.
- To be the lead Teacher for cared for children in the Resourced Provision.
- To collaborate with the SENDCo, taking responsibility for the strategic development, leadership, and day to day operations of the ASD provision
- To participate actively in supporting the principles and practice of equality of opportunity as laid down in the Trust's Equal Opportunities Policy.
- To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions and to comply with all health and safety legislation as appropriate.
- As a term of your employment, you may be required to undertake such other duties and/or times of work as may reasonably be required of you, commensurate with your grade or general level of responsibility within the organisation. To contribute to, support and promote the philosophy of Balmoral Learning Trust as it seeks to deliver its excellence agenda for its children, staff and stakeholders.
- Act in compliance with data protection principles in respecting the privacy of personal information held by the academy and Trust.
- Comply with the principles of the Freedom of Information Act 2000 in relation to the management of school records and information.

Health and Safety

It is the responsibility of individual employees to take care of their own health and safety and that of others who may be affected by their acts at work. This includes cooperating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

1. To report any incidents/accidents and near misses to your line manager.
2. To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding Policy and Procedure in place and are committed to safeguarding and promoting the welfare of all its children, each student's welfare is of paramount importance and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns and record any potential safeguarding incidents appropriately.

Note

In addition, the post holder will be required to undertake other reasonable duties within the level of the post as requested. This job description is not a contract of employment. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This job description will be the subject of an annual review, and any part of it may be amended as a result of such a review, or at any time after consultation with the post holder.