

JOB DESCRIPTION



RESIDENTIAL EDUCATION PROVISION MANAGER

Responsible to: REP Senior Operations Manager

Responsible for: Senior REP Manger (Operations) to REP Provision

Main purpose: The role of REP Manager is responsible for overseeing designated home living areas and ensuring the highest standards of care, support, and student development are consistently delivered within the Residential Team. The role is central to creating a nurturing, structured and aspirational environment where students can develop independence, life skills and confidence as they prepare for adulthood.

Duties and responsibilities:

1. Provide strong, consistent leadership across the residential provision, ensuring high standards of care.
2. Manage staffing resources effectively, including rota planning to ensure appropriate staffing levels.
3. Support and develop staff through supervision, training and performance management.
4. Ensure all students have high-quality, person-centred Support Plans and Risk Assessments in place.
5. Promote student development through Preparation for Adulthood focussed activities and opportunities.
6. Work collaboratively with education, therapy and care teams to deliver a holistic approach.
7. Oversee the daily running of home living areas, ensuring a safe, well-resourced and engaging environment.
8. Maintain compliance with safeguarding, health and safety and regulatory standards.
9. Contribute to continuous improvement, monitoring and reporting across the provision.
10. Maintain high standards of safety and observe good practice in relation to health and safety and safeguarding in all issues and report any concerns to line management a Designated Safeguarding Lead (DSL).
11. Proactively observe and comply with all school policies and procedures including those relating to child protection, equality and diversity, health, safety and security, confidentiality and data protection reporting all concerns to an appropriate person following the relevant recording and reporting processes.

12. Be aware of and integrate in own practice the principles of Keeping Children Safe in Education.
13. Maintain a flexible “can do” approach.

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the post. It is not a comprehensive list of all tasks that the postholder will carry out. This job description may be amended at any time in consultation with the postholder.

This role involves contact with and responsibility for children and young people and will be engaged in regulated activity. The law requires this position to have an enhanced criminal background check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is therefore exempt from the Rehabilitation of Offenders Act. If your application is taken further, you will be asked to declare details of any criminal record, even convictions that are 'spent' according to the act. If you are offered the post this information will be checked against DBS.