



## Job Outline

### **Head of Provision: GROW (Secondary)**

**Salary Grade:** £36,000 - £40,000 per annum

**Full time/Part time:** Full time

#### **Job Purpose**

To provide high quality specialist educational support for Key Stage 3 (KS3) children whose needs are related to social and emotional wellbeing to enable them to make demonstrable progress in their social and emotional development and with their learning. Achieve agreed outcomes with LA Commissioners and referring partner schools. To provide a centre of expertise where local schools and the local authority can access support about children with social and emotional wellbeing needs.

#### **Safeguarding**

- Demonstrate a commitment to keeping children and young people safe.
- Report any disclosure made, to the appropriate person.
- Report any safeguarding concerns in the workplace to the appropriate person.
- Maintain an awareness of the Trust policies in relation to safeguarding.

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

#### **Key Responsibilities**

- Ensure the smooth and efficient running of the GROW provision with specialist staff suitably deployed to meet the needs of the children on a daily basis.
- Provide effective management and support to the staff within the provision,
- Coordinate the planning of the structured learning experience which will promote more positive behaviour, promote the children's personal and social growth and help the children to be more confident and independent learners.
- Use a plan, do, monitor and review cycle in line with recommended best practice and record progress.
- Meet with parents/carers to ensure partnership working progresses and regular purposeful reviews take place
- Support successful inclusion with host school learning and/or experiences when appropriate and reintegration with referring partner school.
- Liaise with other education and social care professionals; for example, SEND Inclusion Partners and Social Care including attending any reviews meetings or professionals' meetings.
- Ensure that all safeguarding and child protection matters are dealt with in line with GROW policies and the partnership school procedures and statutory requirements.
- Ensure incident records including those needing safe holding are recorded within the agreed timescales and parents/carers informed.
- Ensure that all the children have regular reviews in line with GROW policy and with any other recommended requirement in line with SEN Code of Practice.

#### **General**

**GREATER THAN THE SUM OF ITS PARTS**

- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the Trust's Equal Opportunities Policy.
- The Sigma Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.

**Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.**

**The post holder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.**

**This job description may be amended at any time following discussion with the line manager and will be reviewed annually.**