



Woodeaton Manor School

“Reducing Barriers to Expand Horizons”

Job Description – Head of Personal Development

Job Overview

In this role you will ensure that the provision identified in Section F is secured through the school's curriculum offer, deployment of resources, and external providers and professionals. You will ensure that provision is costed, and the school is in receipt of the appropriate funding to ensure all children flourish. You will promote pupil engagement to help to create a learning culture that enables children to achieve and to thrive.

Main Purpose

You will have the operational oversight of children's needs and provide solutions as to how the school can best secure the provision identified in children's Educational, Health and Care Plans. You will lead a pastoral team to support the individual needs of students within the school. You will respond to consultations, support SEN reviews and lead on Annual Reviews and Early Annual Reviews. You will refer to external agencies and coordinate support through working collaboratively with the Local Authority. You will provide staff training to ensure the universal offer secures provision that is seen in most children's plans e.g. visual timetable, now and next, routines, non-verbal communication.

Key Responsibilities

- Manage a team to provide bespoke support for children, when necessary, e.g. later start for a group of children, individualised transition, when students are not able to engage in lessons
- Oversee and coordinate the bespoke and targeted offer e.g. therapies, OT, SALT, social stories, Fresh Start (phonics), social and emotional programmes
- Ensure provision identified in Section F of pupils' plans is secured and deployed effectively to meet students' needs
- Oversee and manage risk assessments for children, in conjunction with tutors and ensure these are shared with staff and parents.
- Monitor behaviour records to ensure that risk assessments are kept up to date and carry out quality assurance throughout the academic year
- Coordinate decisions about consultations and respond to the LA once agreed
- To support students and families in times of transition; on admission into the school, supporting, commissioning and quality assuring Alternative Provision alongside the LA when necessary and on transition when they are preparing to leave school
- Raising failure to secure provision with SLT and the LA when necessary
- Costing provisions for each student to ensure the school is in receipt of the appropriate funding to enable excellence in the quality of their education
- Managing and maintaining a whole school provision map



- Take responsibility for quality assurance with the area of Personal Development and produce reports for SLT and other stakeholders
- Leading on Annual Reviews
- Make referrals to outside agencies in a timely manner
- Write the SEND Information Report annually
- Deliver staff training to ensure the school's universal offer is highly effective
- Coach staff where necessary to support them in engaging children in learning
- Line management responsibilities

The successful candidate will be subject to and conditional upon an enhanced Disclosure and Barring Service check and other relevant employment checks outlined in Keeping Children Safe in Education 2024, including a minimum of two references, one of which should be from the applicant's most recent employer. As part of our recruitment process, we will require you to fill in an overseas check and self-declaration prior to interview.

**Wooddeaton Manor School
Wooddeaton
Oxfordshire
OX3 9TS**

Tel: 01865 558722