



JOB DESCRIPTION

ARP Daily Manager

**Scale 5 Point 12 £28,598 p.a. - Scale 5 Point 17 £31,022 p.a. pro rata
plus London Weighting £2301 p.a. pro rata**

Introduction

Newman Catholic College is a diverse and dynamic learning community in North West London. We are an inclusive school of faith where our emphasis is on the development of the whole person.

We are an "Outstanding" Catholic School (CSI Section 48) and have been consistently rated a "Good" school by Ofsted, most recently in May 2022. Newman Catholic College is an inclusive school that has the highest of expectations for all its students. We believe that the motto, *"Everyone Counts, Everyone Contributes, Everyone Succeeds"* best encapsulates the ethos and values of the community we have established.

Job Title: Daily Manager, Special Educational Needs Alternative Resource Provision (ARP)

Location: Newman Catholic College

Reporting To: SENDCO / Assistant Headteacher

Contract Type: 32.50 hours per week, term time only

Start Date: September 2025

About Our ARP:

Our Alternative Resource Provision (ARP), called “Galilee”, offers a nurturing and structured environment for students with Educational Healthcare Plans (EHCPs) who require a withdrawal context to access a tailored curriculum. We are committed to fostering academic progress, social-emotional development, and successful reintegration into mainstream education where appropriate.

The Role:

We are seeking an exceptional and dedicated Daily Manager to lead the day-to-day operations and provision within our Special Educational Needs Alternative Resource Provision (ARP). This pivotal role involves the direct care, support, and educational management of young people with Educational Healthcare Plans (EHCPs) who are educated primarily in a withdrawal context.

The successful candidate will be instrumental in creating and maintaining a positive, structured, and effective learning environment, ensuring that each student's individual needs are met and their potential maximised. This role requires a dynamic leader with a deep understanding of SEN, strong organisational skills, and a passion for supporting young people with complex needs to thrive.

Key Responsibilities:

1. Student Care and Support:

- Provide daily pastoral care and support for students within the ARP, fostering a safe, nurturing, and inclusive environment.
- Manage and respond to student welfare needs, including emotional regulation, behaviour support, and social development, in line with EHCPs and school policies.
- Act as a key worker for a cohort of students, building strong relationships with them and their families.

2. Timetabling and Curriculum Management:

- Design, implement, and review individualised daily and weekly timetables for students within the ARP, balancing withdrawal provision with planned mainstream integration.
- Coordinate and oversee the delivery of a bespoke curriculum within the ARP, utilising small group and small class teaching methodologies.
- Ensure the curriculum delivered within the ARP is differentiated, engaging, and aligned with individual EHCP targets and broader educational goals.

3. Mainstream Integration and Coordination:

- Act as the primary link between the ARP and mainstream education, facilitating seamless transitions and communication.
- Coordinate student access to mainstream lessons, ensuring appropriate support and accommodations are in place.
- Collaborate closely with mainstream teachers to share information, discuss student progress, and ensure curriculum continuity and adaptation.
- Monitor and track student engagement, progress, and behaviour in both the ARP and mainstream settings.

4. Leadership and Management:

- Oversee the daily operations of the ARP, including staffing, resources, and room allocation. Liaise with the SENDCO/Assistant Headteacher closely on these matters.
- Assist with applications, admissions and induction for new ARP candidates.
- Line manage and provide daily guidance and support to ARP support staff (e.g., Teaching Assistants, Learning Support Assistants).
- Ensure the ARP environment is conducive to learning, well-organised, and meets all health and safety requirements.
- Contribute to the ongoing development and improvement of the ARP's provision and policies.

5. EHCP Management and Review:

- Actively contribute to the annual review process for students with EHCPs, providing comprehensive reports on progress and needs.
- Work collaboratively with the SENCO, families, and external professionals (e.g., educational psychologists, speech and language therapists) to ensure EHCP targets are met and reviewed regularly.
- Maintain accurate and up-to-date records of student progress, interventions, and communications.

6. Communication and Collaboration:

- Establish and maintain effective communication channels with students, parents/carers, mainstream staff, ARP staff, and external agencies.
- Participate in relevant school meetings, INSETs, and professional development opportunities.

Essential Qualifications and Experience:

- Significant experience working with young people with a range of Special Educational Needs, particularly those with EHCPs, in a withdrawal context.
- Proven experience in managing and coordinating educational provision for students with complex needs.
- Demonstrable experience in developing and implementing individualised timetables and curriculum plans.
- Excellent understanding of the SEND Code of Practice and relevant legislation.
- Strong leadership, organisational, and interpersonal skills.
- Ability to work effectively under pressure and manage competing priorities.
- A calm, patient, and resilient approach with a commitment to inclusive education.

Desirable Qualifications and Experience:

- Qualified Teacher Status (QTS) or equivalent.
- Postgraduate qualification in SEN or a related field.
- Experience of line management or leading a small team.
- Training in specific SEND areas (e.g. ASC, SEMH, dyslexia).

We Offer:

- The opportunity to make a significant impact on the lives of young people with SEN.
- A supportive and collaborative working environment.
- Commitment to continuous professional development.

Application Process:

To apply for this exciting opportunity, please complete the attached application form and submit it along with a covering letter outlining your suitability for the role to trohan@ncc.brent.sch.uk

Closing Date: Monday 6th October 2025

Interview Date: Monday 13th October 2025

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check and satisfactory references.