



Ark Acton Academy



**Specialist Resource Provision
Leader**

Recruitment Pack

Specialist Resource Provision Leader Job description

Dear Applicant,

If you are passionate about, SEND education, inclusion and ensuring every child flourishes at school, then this is the role for you!

Help us build an inclusive school, provide an excellent education for high needs SEND pupil and ensure all pupils at Ark Acton fulfil our mission.

We're looking for experienced SEND teacher ready to step into leadership and build a great Specialist Resource Provision from the ground up.

At Ark Acton we think teaching is the best job in the world – so we have stripped away anything we feel gets in the way of being a great teacher. This includes:

- Whole class feedback and live- marking policies that sit at department level
- No graded lesson observations
- No report writing
- No parent's evenings
- No ½ termly data metrics to track progress
- Protected Department meeting and co-planning time built into the timetable and overall loadings.

Benefits of working at Ark Acton Academy

- Twice as many training days as standard
- Weekly staff training designed to meet the needs of the school
- Coaching for every teacher
- Access to high-quality, regular professional development
- [Click here](#) to find out more about the benefits we offer.



We have high expectations for our pupils – and our staff – but we know that by working as a team and committing to our mission we can shape the future.

We look forward to seeing you at interview
Sarah Donachy
Principal



Specialist Resource Provision Leader Job description

Job Title: SRP Leader

Reports to: Assistant Head Teacher for SEND/ SRP

Responsible for: SRP class teachers and teaching partners

Start date: September 2025

Salary: Ark Leadership scale 1-5
£60,061-£65,306

Main purpose of the job:

- Ensure a high standard of provision in the SRP for all children
- Model effective teaching and coach/ train colleagues across the SRP to improve provision for all children
- Provide professional guidance to colleagues, collaborating closely with staff, parents, and other agencies
- Carry out the professional duties of a teacher as required
- Contribute to the development of whole school policies where appropriate
- Contribute to the development of a caring school and community in which there is equality of opportunity.

Duties and Responsibilities

Lead the development of the SRP

With the AP SEND & Inclusion:

- Develop and embed our SRP approaches to Preparing for Adulthood and academic study, assessment, and progress so that we are ambitious for our pupils and meet their needs.
- Organise assessment for children in the SRP, including the tracking of data each term, and reporting to SLT, our LGB and the Ark Network as required.
- Develop and embed the culture and ethos of the SRP in line with our whole school mission, values, and systems.
- Develop the approach to, and carry out, regular monitoring of teaching and learning in the SRP.

- Lead information sessions for parents of pupils in the SRP.
- Develop our approach evaluation of the school programmes for the SRP. Lead the organisation, planning, and logistics of these activities
- Recruit and induct a team of professionals who can bring about our vision for a great SRP.

Lead the SRP provision day to day

- Ensure that every element of our provision enables our pupils to have a good day – that they are able to feel a sense of belonging and community, enjoy learning, build relationships, develop personally and academically and make good progress.
 - Ensure SRP teachers are planning for progression across the age and ability range taught, designing effective lessons in accordance with the needs of individual learners.
 - Ensure teaching in the SRP is challenging and well-organised using a range of appropriate teaching and learning strategies.
 - Ensure SRP teachers evaluate learning and provide children with appropriate next steps to improve work in line with whole school expectations.
 - To ensure all SRP staff are trained in specific and relevant SEND strategies including autism specific strategies, so that they are able to support teaching and learning across the SRP
 - Ensure that the work of the team is inclusive, and issues are addressed in the curriculum and/or pastoral management
 - Ensure policies are translated into practice by the team and that you bring to the attention of Senior Leadership Team any which may need revisions or amendments
 - Lead training for staff where appropriate
 - Organise and monitor the use of resources for the SRP
 - Be responsible for the pastoral care of SRP children, promoting independence and good behaviour
 - Be an effective role model for your team – demonstrate our leadership behaviors and high levels of organization.

Whole School Leadership and Management

- Model our leadership values and behaviors
- Commit to and practice a data driven model of school leadership using our three key questions – What is our vision for great? What is the data telling us? What is our action plan to close the gap or move quicker?
- Share responsibility for the management of the Academy and contribute to the consultative and decision-making processes
- Support whole school aims, objectives and policy decisions, contribute to their establishment and initiation and sustain their implementation and review

- Actively promote the academy and liaise with outside agencies as necessary, representing the Principal, the academy or Ark as appropriate
- Provide information, advice, and perspective to the governing body and to any legitimate external enquiry/evaluation
- Support the Principal in the responsibility for the implementation of performance appraisal for all staff, including line management of key staff and teams.
- Undertake any other reasonable professional task as directed by the Headteacher

School ethos and culture

- Support the Principal in fostering a strong sense of academy community and ethos among both staff and students
- Promote consistent implementation of behaviour policy and system of rewards and sanctions, characterised by orderly behaviour, caring and respectful relationships, and no shouting
- Act as a positive role model to staff and students
- Be active in issues of staff and student welfare and support and demonstrate a commitment to Equality of Opportunity for all members of Academy staff

Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark's data protection rules and procedures
- Communicate promptly and sensitively with parents, carers and other relevant bodies where necessary.
- Be familiar with and comply with the Academy's Health and Safety policies
- Be responsible for the health & safety of pupils when they are authorised to be on Academy premises and when engaged in authorised activities elsewhere
- Adhere, at all times, to the expectations of teachers at Ark Acton Academy, outlined on the final page of this document.
- Any other duties as required by the Headteacher commensurate with the post.

No job description can be fully comprehensive, and from time to time the successful candidate may have to undertake other professional duties as directed by the Headteacher/ Deputy Headteacher.

Positive Action & Inclusive Recruitment at Ark

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. Find out more about our commitment to [diversity and inclusion](#).

We particularly encourage applications from Black, Asian and ethnic minority candidates as they are currently underrepresented among our senior leadership teams. This is important to Ark as we aim to be more representative of our local communities.

We strive to make applying to and working for Ark as inclusive as possible and have a variety of systems in place to ensure that our approach is fair and open.



Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands, or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click [this link](#).