



**Bean Primary School**  
**Enhanced Learning Provision (ELP) Manager**  
**Job Description and Person Specification**

**Reporting to:** SENCO

**Salary:** KSF

**Contract:** Full-time

**Start date:** As soon as possible

Bean Primary School is seeking a committed, skilled and compassionate Enhanced Learning Provision (ELP) Manager to lead the daily operation of our specialist provision. This is an exciting opportunity for someone who is passionate about supporting children with high levels of Special Educational Needs and ensuring they receive the very best care, support and education.

The successful candidate will coordinate interventions and provision within the ELP, support a team of Teaching Assistants, and work closely with the SENCO, families and external agencies. You will help create a safe, calm and engaging environment where pupils feel secure and can thrive in their learning.

This role requires excellent communication skills, strong organisation, initiative, and a genuine commitment to inclusive education.

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### **Person Specification – Enhanced Learning Provision (ELP) Manager**

#### **Essential Skills, Knowledge & Experience**

- Proven experience working with pupils with a range of SEND, including those with high levels of need.
- Strong understanding of SEND practice, including the 2014 SEN Code of Practice and the graduated approach.
- Ability to plan, deliver and review individual programmes, interventions and tailored support.
- Experience working collaboratively with SENCOs, external agencies and families.
- Strong behaviour management and the ability to maintain a calm, purposeful and structured learning environment.
- Ability to adapt learning activities and resources to ensure accessibility and engagement.
- Experience supervising or guiding support staff (e.g., Teaching Assistants).
- Confident in keeping accurate written records, including progress notes and behaviour logs.
- Understanding of safeguarding responsibilities and school-based safeguarding procedures.
- Ability to carry out and contribute to risk assessments to ensure pupil and staff safety.
- Strong organisational skills with the ability to prioritise and respond to the daily needs of the ELP.
- Proficient IT skills (email, recording systems, documents).

## **Desirable**

- Experience leading a nurture group, specialist provision or equivalent setting.
  - Training in autism, trauma-informed practice, emotional regulation, or other SEND-related specialisms.
  - Experience contributing to Annual Reviews and multi-agency meetings.
  - HLTA status or equivalent (not essential).
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## **Key Responsibilities**

### **Leadership of the Enhanced Learning Provision**

- Manage and coordinate the daily operation and development of the ELP.
- Ensure the ELP environment is safe, orderly and conducive to learning, with clear expectations for pupil behaviour.
- Supervise and support ELP Teaching Assistants, ensuring high-quality provision.
- Work closely with the SENCO to help develop the ELP as an example of effective practice within the school.

### **Pupil Support & Intervention**

- Plan, deliver and evaluate individual support programmes and interventions for named pupils.
- Ensure pupils have maximum access to learning, adapting tasks and resources as needed.
- Keep accurate written records of pupil progress, development and behaviour.
- Encourage and motivate pupils to remain focused, engaged and successful in their learning.
- Support pupils with high-level needs in meeting their targets and developing independence.
- Facilitate external agency involvement for pupils who require additional support (e.g., therapists, social care teams).

### **Communication & Multi-Agency Working**

- Liaise regularly with parents/carers, maintaining positive and productive relationships.
- Work alongside external professionals including the school nursing team, safeguarding team, Early Help and others.
- Contribute to Annual Review meetings by collecting and presenting relevant information.
- Ensure the SENCO is updated on pupil progress, concerns and required interventions.

### **Flexibility, Safety & Wider School Responsibilities**

- Complete, contribute to and follow risk assessments to ensure the safety and wellbeing of pupils and staff.
- When pupils are absent from the ELP, be available to support in classrooms across the school as required.
- Undertake any additional reasonable duties requested by the SENCO that are connected to supporting pupils with SEND.
- Maintain confidentiality at all times and comply with data protection procedures.
- Adhere to school policies, including behaviour, safeguarding, and professional conduct.
- Participate in targeted training, appraisal processes and staff meetings.
- Support the wider life, ethos and values of the school community.