



CRESTWOOD
COMMUNITY SCHOOL

Resource Provision Manager Recruitment Pack



Contents

Section 1: Post Advertisement

Section 2: About Crestwood Community School

Section 3: Job Description

Section 4: Person Specification



May we take this opportunity to thank you in anticipation of your application. If, however, you have not heard from us by the proposed data for the interview you should assume that on this occasion your application has not been successful. In that event we wish you every success in any future applications you make.





Section 1: Post Advertisement

Post: Resource Provision Manager

Location: Crestwood Community School (working at both Cherbourg and Shakespeare Campus)

Pay Scale: Grade E: Full-time actual salary £29,107-£31,906

Contract: Permanent, full time - 37 hours x 40 weeks

Closing Date: 13th February 2026 12pm

We are looking to appoint an enthusiastic, creative and dedicated Specific Learning Difficulties Resource Provision Manager to be part of the senior team in the Inclusion Support Faculty. Crestwood Community School is one school with two separate campuses serving central Eastleigh with a large Inclusion Support Faculty which is overseen by an Assistant Headteacher responsible for vulnerable groups. This role fits in the senior team of Inclusion Support and the successful applicant would need to be somebody who is passionate about creating change and improving outcomes for students with special educational needs. We are currently oversubscribed, this is due to our reputation in the local community for our culture of care, pastoral systems and SEN support. We are looking for somebody who can continue to contribute to this culture and support the provision of pupils in order to meet their needs.

The SEMH Resource Provision Manager was asked about their role and shared:

"No day is ever the same, all of my days are varied which makes the role exciting. The students make the job, seeing them thrive and flourish is the best part of my role. The Inclusion Support team and wider school staff has a real welcoming ethos providing an enriching environment for students to learn. I have worked at the school for 15 years. I started here as a support assistant and worked my way up to a member of the senior team. This shows the schools commitment to developing staff and their knowledge."

The SpLD Resource Provision is a specialist environment situated on the Shakespeare Campus which is fully integrated into the mainstream school. Crestwood Community School is highly successful in supporting students with complex needs, this has been highlighted by the most recent Ofsted report. Currently there are 113 students on roll who have an Education, Health and Care Plan and 8 students are placed in the SpLD Resource Provision. Pupils access the SpLD Resource Provision through placement by the local authority, however, a number of students with EHCPs and identified SEN access the umbrella support offered by the Resource Provision. The SpLD Resource Provision is a safe and supportive environment where students with special educational needs are able to access interventions and care to support them to access the mainstream school for the vast majority of their time. The role of the Resource Provision Manager is crucial in creating bespoke plans for students in the Resource Provision and those under the umbrella. The ideal candidate will have experience in working with students with special educational needs and specific learning difficulties such as dyslexia. The candidate will likely have worked directly with students and be able to show experience of planning provisions and delivering interventions which meet their needs. This role has a significant administration element and so the ideal candidate will also have experience in working with Education, Health and Care Plans such as drafting applications and completing annual reviews. A candidate should also be able to show experience of working with parents and professionals involved in a child's life.

Section 1: Post Advertisement cont.

The Resource Provision Manager is overseen by members of the senior team in the Inclusion Support Faculty which comprises an Assistant Headteacher, SENCO, part-time SENCO and a SEN teacher. This role sits in the leadership level of the faculty of which there are also four provision leads who work together to oversee operational running of the faculty. The ideal candidate should be able to work collaboratively with teams across campuses and be able to show leadership skills and the ability to manage people. As we aim to offer high quality provision across both campuses, cross campus working is essential. The senior team meets regularly to review cases and share best practice. The role of the Resource Provision Manager is varied and adapted daily depending on the needs of the pupils who access the provision. This role is ideal for a candidate who is looking for a challenge and career progression in the future. Training and coaching would be available to the ideal candidate should they need further support in any areas of the role.

The SpLD Resource Provision Manager position requires someone who can empathise with students whilst holding them to high expectations. Good communication skills and an ability to clarify and explain instructions clearly are essential. You must be professionally discreet, have well developed interpersonal skills and a good sense of humour. The ability to build appropriate and effective relationships with staff, students and parents is essential. All applicants must have good literacy and numeracy skills and the physical stamina to effectively support a range of students.

Crestwood Community School had an Ofsted inspection in February 2024, which confirmed that we continue to be a 'good' school. The report stated that at Crestwood "there is a welcoming, friendly atmosphere". They also said that "teachers and support staff, including those in the early stages of their career, are proud to work at the school. They particularly value school leader's careful consideration of their workload and well-being so that they can focus their efforts fully on pupils' education." In addition Ofsted report that "many pupils, staff and parents describe the school as a 'big family'. This is a happy school, where staff and students want to be. The #Crestwoodfamily pervades through everything we do.

As a school we take staff well being seriously. We offer staff the following:

- Wellbeing weeks, with no commitments scheduled after school
- Free lunch every day
- Free tea and coffee
- Half termly cooked breakfasts
- Accrued inset days, taken as twilights, giving staff an additional 4 days off a year
- One well being day per year (during term-time), to be taken at their chosen time (after a qualifying period)
- Weekly thank you bulletin
- Birthday cards
- Heads discretionary leaves of absence for family events
- Acts of random kindness
- Access to mental health first aiders

Our Head Teacher has a clear vision and an absolute determination to improve the provision of education across Eastleigh.

We care deeply about our school, the staff, the students and the community we serve, we are a school with a heart. We as a school are clear about our improvement agenda and we work cohesively as a school wide team. As this was our fifth consecutive "good" grading it demonstrates that at Crestwood we are continually providing a consistent quality in all we do, against a backdrop of tougher standards and criteria to be judged against.

We do reserve the right to close this advertisement early if we receive a high volume of suitable applications.

Apply here: <https://recruit.sampeople.co.uk/Jobboard/Vacancy/Details?campaignref=SCH-CCS-0004>

You will need to sign up to SAMPeople Recruit in order to apply.

Closing date: 13th February 2026 12pm
Interview date: w/c 23rd February 2026

Crestwood Community School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.



Section 2: About Crestwood Community School

We are one school over two campuses, serving the children of central Eastleigh, which is a vibrant town, with large amounts of development in both business and residential areas. There has been an expansion in the primary sector with several local schools undergoing expansion to their buildings to accommodate the growth in student numbers. Crestwood merged with the former Quilley School in 2016 to provide one secondary school for Eastleigh, something new and exciting, offering high quality education for the children of Eastleigh. In 2022 we became oversubscribed in every year group and are operating a waiting list across both campuses. The two campuses are situated at Shakespeare Road and Cherbourg Road and both offer the same high quality education to all year groups with little movement of students. We have two specialised Resource Provisions, dyslexia and SEMH.

As the long serving Executive Headteacher of this wonderful school, I have a clear vision and an absolute determination, alongside my team, to continue to improve even further the provision of education across Eastleigh. The school has a very mixed intake and as a result areas such as pupil progress, behaviour and attendance remain a challenge.

The composition of the school as of December 2025 was:

| Students | Current | National | Hampshire |
|-----------------------|---------|--------------------|--------------------|
| School number on roll | 1474 | Well above average | Well above average |
| School %FMS(6) | 36% | Above average | Well above average |
| School %SEND support | 19% | Close to average | Close to average |
| School %EHC plan | 8.2% | Well above average | Well above average |
| School %EAL | 14.5% | Close to average | Well above average |
| School number LAC | 18 | Well above average | Well above average |

We agree with the recent Ofsted areas for Improvement and have established school wide staff working parties to address these.

The Ofsted report states that “Leaders and governors are driven by a strong sense of moral purpose. They are ambitious for pupils’ futures and drive to provide the best opportunities for them. Staff share these aspirations and are loyal and committed”.

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Staff are predominantly one campus based but may be expected to teach across both sites, whilst playing an active part in their innovative and high-performing teams. Across both campuses we have been successful in establishing a strong culture and ethos, typified by the #Crestwoodfamily.

Our Ofsted report from February 2024 stated that at Crestwood “there is a welcoming, friendly atmosphere”. They also said that “teachers and support staff, including those in the early stages of their career, are proud to work at the school. They particularly value school leader’s careful consideration of their workload and well-being so that they can focus their efforts fully on pupils’ education.” In addition Ofsted report that “many pupils, staff and parents describe the school as a ‘big family’.

We have enhanced our campuses significantly over the past few years. We have refurbished nearly all areas across the school. We have had a new crescent area and roof at Shakespeare which has enhanced the building significantly. The Cherbourg Campus is situated between the town’s two post-16 providers. The site is well maintained with specialist facilities in excellent condition throughout, including 5 new Science rooms and refurbished Sports Hall. In totality we are a school continually on the up and have a can-do-more attitude.



Section Three: Job Description and Person Specification

Job title: Resource Provision Manager

Salary Scale: Grade E: Full-time actual salary

Site: Shakespeare

Special Conditions: An enhanced Disclosure and Barring Service (DBS) check is required for this post

Qualifications

Essential

- Qualifications at Level 3 or above.

Desirable

- Qualifications with a specific focus on SpLD including Level 5 DIST qualification.
- Further study at further and/or higher education in courses relevant to the range of posts available.

Professional Development

Essential

- Knowledge of different types of special educational needs.
- Evidence of knowledge and skills applicable to the role applied for.
- Experience of working with children and young people.

Desirable

- Aspirations to undertake additional qualifications linked to post if not already held.
- Experience of working within a school and SEN team.

Experience

Essential

- Knowledge of secondary education.
- Knowledge of young people's attitudes and how to engage them
- Ability to use academic or behavioural assessment tools to inform planning

Desirable

- Management of people/teams.
- Experience in working with EHCPs.
- Delivery of intervention programmes, including functional skills.
- Planning and delivery of intervention programmes.
- Working with external agencies.

Knowledge and skills

Essential

- Professionally discreet and able to respect confidentiality
- Well developed interpersonal skills
- Team worker
- Trustworthy
- Empathy with pupils and sympathetic to their needs
- Ability to build positive relationships with staff and students
- Ability to stay calm under pressure
- Good listening skills and good judgement
- Firm but fair

Desirable

- Understanding of principles of learning processes and in particular barriers to learning.
- An understanding of complex needs with a specific focus on SpLD.
- Understanding of EHCPs and annual reviews.



Skills and Abilities cont.

| | | |
|---|---|--|
| Able to plan and take control of situations | X | |
| Thoroughness and excellent attendant to detail and accuracy | X | |
| Ability to demonstrate a flexible approach to working hours in line with the School events and requirements | X | |
| A commitment to equal opportunities and empowering others. | X | |

