## JOB TITLE: Alternative Provision Co-ordinator

**REPORTS TO: Assistant Headteacher**

## BAND: SO2 / UQU / Main Scale Teacher

**JOB PURPOSE**

To work under the direction and supervision of the Assistant Headteacher responsible for Alternative provision, to coordinate the provision for, and oversee the progress of, identified students. To provide support for individual students and groups of students as directed to remove barriers to learning, enable good progress and create/maintain positive family relations.

**KEY CORPORATE ACCOUNTABILITIES**

* Commitment to the Trust’s Vision and Values.
* To maintain awareness of and commitment to the Trust’s Equality and Diversity in Employment Policy in relation to both employment and service delivery and to observe the standard of conduct which prevents discrimination taking place.
* To comply with all Trust policies including Code of Conduct, Safeguarding Policy and E-Safety Policy.
* To fully comply with the Health and Safety at Work Act 1974 etc, the Trust’s Health and Safety Policy and all locally agreed safe methods of work.
* At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described.
* To work with colleagues to achieve service plan objectives and targets.
* To participate in the Performance Management Procedure and contribute to the identification of own team development needs.

**PRINCIPAL ACCOUNTABILITIES**

* Undertake appropriate planning, preparation, tracking and delivery of programmes for individuals and groups. This would include short term reintegration and safety programmes.
* Assess the development, progress and attainment of students within the school, and develop then implement action plans to support improvement.
* Report on the development, progress and attainment of students to the Assistant Headteacher and appropriate external agencies/bodies as appropriate.
* Work with identified individual students and/or small groups of students who have become disaffected and support them by removing barriers to achievement.
* Oversee the behaviour and attendance of pupils working, and develop then implement action plans to support continual improvement under the direction of the Assistant Headteacher.
* To lead and/ or support students on the co-curricular provision, for example: Duke of Edinburgh Awards programme.
* To plan and lead enrichments activities in conjunction with the Work Related Learning (WRL) co-ordinator.
* Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Work with teachers on lesson planning, evaluating and adjusting lessons/work plans for individuals and/or groups as appropriate.
* Liaise with Curriculum Leaders to deliver programmes of learning to hard to reach students.
* Provide objective and accurate feedback and reports to professionals, as required, on student achievement, progress and other matters.
* Utilise ICT in learning activities and develop students’ competence and independence in its use.
* Assist with the supervision of students outside of lesson times, including before and after school and during lunchtime.
* Participate in personal and professional development activities to meet the changing demands of the job, and encourage and support other staff in their development and training.
* Attend and participate in relevant meetings as required.
* To support targeted pupils as identified by Assistant Headteacher through mentoring, in class support, intervention groups, tracking and family liaison.
* To record and report on progress made with target students.

***This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

 I confirm that I have read and understood, and that I accept, the above job description:

Signature : ……………………… Date: ……………… Name in full ……………….

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| **General heading** | **Detail** | **Examples** |
| **Qualifications & Experience** | Specific qualifications & experience | Degree or relevant professional qualification/experience in Education or relevant subject area Experience of working in an organisation supporting vulnerable/challenging young people.Experience of working within an alternative provision setting e.g. PRU, ELC. |
| Knowledge of relevant policies and procedures | Being aware of and working with the School’s policies in relation to inclusion, Child Protection and physical contact with pupils |
| Literacy | NVQ level 4 or equivalent in English. |
| Numeracy | NVQ level 4 or equivalent in Maths. |
| Technology | Strong ICT skills including MS Office suite |
| **Communication** | Written | Proven experience of completing detailed and complex reports, forms, e-mails and letters |
| Languages | Overcome communication barriers with children and adults |
| Negotiating | Ability to negotiate effectively with adults and children |
| Verbal | Effective at exchanging verbal information clearly and sensitively |
| **Working with children** | Behaviour Management | Ability to demonstrate effective implementation of the school’s behaviour management policy  |
| SEN | Encourage the inclusion of pupils with emotional and/or behavioural difficulties in a mainstream setting  |
| Curriculum | Detailed understanding of the school curriculum |
| Child Development | Detailed understanding of child developmentAbility to assess progress and performance and recommend appropriate strategies to support development |
| Health & Well being | Understand and support the importance of physical and emotional wellbeing  |
| **Working with others** | Working with partners | Participate in the evaluation and review of the agreed support in conjunction with other behaviour support/school staffAbility to make a proactive contribution to the work of the team supporting children, their families and carersAbility to work with parents and carers to improve support for children |
| Relationships | Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults |
| Team work | Ability to work effectively with a range of adultsInfluences the attitudes and opinions of others according to an agreed plan, gaining their agreement through persuasion to ideas, proposals and courses of action |
| Information | Contribute to the development and implementation of effective systems to share and safeguard information  |
| **Responsibilities**  | Organisational skills | Excellent organisational skillsAbility to work accurately with attention to detailAbility to remain calm under pressure  |
|  | Line Management | To support the induction, mentoring and supervision for applicable staff. Ability to manage and support the work of others |
|  | Time Management | Proven ability to manage own time effectively with competing demands of the job role |
|  | Creativity | Proven ability to come up with creative solutions to complex situations which comply with statutory or procedural requirements |
| **General** | Equalities | Demonstrate a commitment to equality |
|  | Health & Safety | Basic understanding of Health & Safety |
|  | Child Protection | Good understanding of and commitment to child protection procedures |
|  | Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality |
|  | CPD | Demonstrate a clear commitment to develop and learn in the roleAbility to effectively evaluate own performance |