

ALTERNATIVE PROVISION MANAGER



Chair of Governors: Mr R Scott

Principal: Mr G Gibson

ALTERNATIVE PROVISION MANAGER

JOB DESCRIPTION

JOB PURPOSE

To launch and facilitate our on-site alternative provision, getting it operational, preparing students for reintegration into mainstream lessons, reducing exclusions and suspensions as well as preparing them for their next steps in education.

To play a strategic role in developing the provision.

ACCOUNTABILITY

The Alternative Provision Manager is line managed by the HIVE Manager.

They will work alongside the Vice Principal, Behaviour and Attitudes, the Assistant Principal, SENDCO, and the Assistant Principal DSL supporting them in their roles in the strategic oversight of Behaviour, SEND and safeguarding provision.

MAIN DUTIES AND RESPONSIBILITIES

- Run our main 'HIVE' provision as part of the wider HIVE team.
- Continue to shape this provision through a cycle of assess – plan – do – review.
- Work alongside our HIVE Manager and mainstream teaching staff, preparing students for reintegration into mainstream lessons as well as preparing them for their next steps in education.
- Provide a nurturing environment, but also a bespoke curriculum for each child.
- Working directly with the students in the HIVE, supporting their pastoral care as well as delivering and supporting curriculum lessons and tutorials with individuals and small groups.
- Form positive relationships with parents/carers as well as with the students in the HIVE.
- Overseeing the daily administration of alternative provision including recording attendance, behaviour, safeguarding concerns and wellbeing using SIMS and CPOMS.
- Liaise with the HIVE Manager and SLT regarding the progress of students and planned 'exit strategies'.
- Maintain regular contact with parents/carers to inform them regularly of the progress of their child.
- Liaising with outside agencies as identified by you or as advised by the Vice Principal or member of SLT. Agencies could include Educational Psychologists, CAMHS, Youth Workers, Exclusions Officers and others.
- Co-ordinate and support staff such as teachers, LSAs and pastoral staff in delivering a bespoke curriculum in the alternative provision.
- Identify areas for training and self-development and maintain all statutory training.
- Collating and centralising all forms of alternative provision data for relevant staff to access.
- Monitoring, supporting and mentoring individual students as required. Areas could include achievement, progress, attendance, behaviour, emotional wellbeing and safety.
- Preparing paperwork to assist in the support of behaviour systems in the school such as exclusion forms, Pupil Support Plans, reduced timetables and other relevant documentation as required.
- Attending and contributing to pastoral team and other strategic meetings as required.
- Any other duties as directed by the Principal.

PERSON SPECIFICATION

CRITERIA	
Qualifications	
Essential	<ul style="list-style-type: none"> • GCSE (or equivalent) in English and Maths
Desirable	<ul style="list-style-type: none"> • Degree • Qualified Teacher
Experience	
Essential	<ul style="list-style-type: none"> • Possess an understanding of some complex behavioural and SEND needs
Desirable	<ul style="list-style-type: none"> • Experience of managing similar provision in a school or Alternative Provision setting • Demonstrable evidence of developing and implementing strategies to help children who struggle to access mainstream education
Skills and Knowledge	
Essential	<ul style="list-style-type: none"> • Ability to work with a range of people from all levels of the organisation • Excellent record keeping, reporting and administrative skills • Good IT skills, including previous use of school information management systems and safeguarding systems • Effective communication and interpersonal skills • Ability to build effective working relationships with staff and other stakeholders
Desirable	<ul style="list-style-type: none"> • Awareness of local and national agencies that provide support for children and their families
Personal Qualities	
Essential	<ul style="list-style-type: none"> • A warm nurturing presence with the ability to be strict when required • Commitment to ensuring the safety and welfare of children • Commitment to upholding and promoting the ethos and values of the school • Integrity, honesty and fairness • Be resilient and calm under pressure • Commitment to equality • Be resourceful, adaptable and reflective • Work well as part of a team • Have high expectations for all and be committed to supporting every student • Have a high level of emotional intelligence and be committed to relational practice