



## KING EDWARD VI SCHOOL

### JOB DESCRIPTION – ALTERNATIVE PROVISION MANAGER

**Salary Scale/Range: Grade 5 (SCP 15-18)**

**Hours:** 37 hours per week, term time plus two weeks (41 weeks)

**Responsible to:** Deputy Headteacher - Inclusion

**Purpose of the Role:**

- To promote and develop a positive learning environment in the Intervention Centre and SEN department by helping students overcome barriers to learning and by promoting engagement
- To raise student achievement by improving attendance, reducing truancy, improving behaviour, reducing exclusions and ensuring all Alternative Provision (AP) students have an identified Post 16 provision to reduce potential NEET.
- To provide guidance to support student welfare, referring students for specialist support where necessary to a Designated Safeguarding Lead (DSL or DDSL)
- To ensure the Centre register is kept up-to-date and that all students have the appropriate provision and supporting paperwork signed and reviews are conducted half termly for each student
- To regularly visit off site students to check on progress and welfare
- To liaise with key pastoral staff in school including regular case conference meetings to review student progress and the SENCo
- To liaise with external agencies to support target student education and wellbeing e.g. social care, police and CAMHS

**Duties & Responsibilities:** To provide guidance, support and remove barriers to learning

- To provide advocacy for students in the Intervention Centre by liaising with parents, staff and other agencies in order to help them engage with learning, support their welfare and to help create positive changes in (student) behaviour
- To oversee and coordinate personalised learning plans for all target students including timetables in school and off-site provision e.g. college
- Liaise with teaching and learning support staff to ensure that appropriate, accessible work for students is available each day and design and deliver programmes to students to help prevent and reduce exclusions
- Develop and implement protocols that calm potentially distressed students so that they can enter the Intervention Centre ready to continue their learning
- Set clear and explicit guidelines around how students work and behave whilst they are in the Intervention Centre
- Monitoring and recording the (daily) attendance and welfare of all target students and liaising with parents/carers and the Attendance Officer
- To co-ordinate and oversee reintegration plans for target students returning to mainstream school and subjects
- To motivate and reward students and recognise and celebrate success

- Work with the Business Manager regarding the finance of any Alternative Provision arrangements including generating the orders
- Facilitate reflection times with students and, where appropriate, meetings for restorative approaches to justice between students and staff; to monitor and review the impact of this work
- To assist with the supervision of students

### **Leadership & Management**

- To manage the Intervention Centre ensuring adequate cover is in place to support student learning throughout each school day until 4pm
- To manage the Intervention Centre staff including performance management reviews
- To act as the “tutor” for target students and especially for PSHE
- To report termly and annually on the effectiveness of the Intervention Centre
- To keep up-to-date records of the programmes delivered and their effectiveness in the Intervention Centre, including student data and case studies re: Ofsted visits
- To work alongside the school’s Examinations Officer to ensure all target students are entered for the correct examinations
- To contribute to the evaluation of the effectiveness of provision in the Intervention Centre as part of the school’s self-evaluation processes
- Be involved in the recruitment, induction and training of all Intervention Centre staff
- Work collaboratively with the SENCo, the Pastoral Team and Safeguarding Officer and deploy staff ensure that all our students are supported appropriately
- Implement the Thrive Approach with Year 6 into 7

### **Monitoring, Evaluation and Reporting**

- Maintain accurate and organised records around interventions, support and sanctions
- Report incidents of unacceptable behaviour or issues of concern as required
- Develop and manage processes to regularly monitor and review the impact of the Intervention Centre on promoting sustained positive learning behaviour in students, making adjustments as required to ensure effectiveness
- Benchmark students at the start of their intervention and monitor the impact of the interventions so that impact is clear and measured on: attendance, behaviour, attainment and progress especially in literacy and numeracy but also using PASS/Thrive testing
- Liaise with Alternative Provision providers half termly to monitor progress, attainment and attendance

### **Policy and practice**

To carry out the duties contained within this job description in a professional and supportive manner and to work towards the agreed aims of the school. In the course of their employment, to act with due care for the health, safety and welfare of themselves, other employees and other persons in accordance with the school’s Health & Safety Policy.