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**Job Description – Alternative Provision Manager**

Scale 27 (£37,034 100%), 37hrs per week, Term Time plus 10 days

To develop, co-ordinate, and deliver a programme of alternative provision for a targeted group of vulnerable students at Key Stages 3 and 4.

**Key Accountabilities**

* To manage all aspects of the day-to-day operation of Cornerstone and our AP at Emmanuel House under the direction of the Senior Leadership Team.
* To facilitate an effective group/individual teaching/learning programme (inc. multi-agency support) in liaison with the SENDCO (for bespoke SEND interventions), curriculum leads and the SLT, monitoring the progress of all students.
* To deliver an effective group/individual teaching/learning programme, which includes bespoke support packages to address the needs of targeted students.
* To liaise with parents and carers, maintaining regular contact with home; establishing constructive links with families and carers, exchanging information, and keeping them informed and facilitating support for the student.
* To effectively manage the behaviour of vulnerable students to reduce and ideally prevent exclusion and disaffection from mainstream provision, creating an effective environment for learning.
* To monitor attainment and progress outcomes for students accessing Cornerstone and our AP at Emmanuel House on a half termly basis.
* To monitor attendance for students accessing Cornerstone and our AP at Emmanuel House
* To use the MIS for the accurate recording of attainment/attendance/behaviour, to produce statistical data and monitoring reports as well as clear record keeping of referrals, risk assessments, agreements, meeting with parents and providers
* To attend and contribute to inclusion meetings, referral meetings with providers and parents and annual reviews as appropriate
* To creatively support behaviour of students with the provision of break and lunchtime activities.
* Any other reasonable duties as required by the Principal.

**Qualifications/training**

It is essential that the post holder has:

* Level 2 qualifications in maths and English
* A good general standard of education to include numeracy and literacy skills.

**Experience**

It is essential that the post holder has:

* Experience of working with children in secondary schools.
* Experience of supporting children with special educational needs and/or Disabilities (SEND).
* A knowledge of the National Curriculum and other learning programmes and/or work based and activity-based learning.
* A knowledge of relevant policies/codes of practice and legislation in relation to education and child welfare/protection.
* An understanding of inclusion within formal/informal settings.
* Experience of the preparation of resources to support learning.

It is desirable that the post holder has:

* Experience of working in an Alternative Provision.
* Experience of leadership experience in an Alternative Provision with children in a secondary school or other setting.

**Skills and Abilities**

It is essential that the post holder is:

* Calm under pressure, patient, approachable, confident, punctual and reliable.
* Able to work effectively within a team, understanding roles and responsibilities within the Academy as well as being organised, flexible, able to work on own initiative and have good people handling skills.
* Able to build effective working relationships with young people, parents/carers and colleagues.
* Able to promote a positive ethos and to role model positive attributes.
* Effective use of ICT to support learning.
* Able to support a range of educational activities.
* Ability to command respect from pupils, staff and parents.
* Able to plan, organise, develop and conduct comprehensive programmes of interventions