

Job description

Alternative Provision Manager



Job Title:

Alternative Provision
Manager

Augmented Curriculum Manager

Salary:

MPS
H8/H9

Contract:

Permanent

The Role:

The role of the Alternative Provision Manager will be focused on the management and daily running of the RISE Centre (Raising Individual Student Excellence) and will include students who may be engaging with behaviour intervention services and alternative provision who will be at risk of exclusion due to their behaviour in mainstream school.

Main Responsibilities:

The successful candidate will be responsible for (but not limited to) the following:

- To manage the RISE centre in conjunction with the Assistant Headteacher
 - Ensuring the RISE centre learning environment is maintained to the highest standard
 - Developing a supportive relationship with mentees, aimed at achieving the goals in their action plan
 - Maintaining regular contact with the families/carers of their mentees and encouraging positive family involvement in the child's learning
 - Keeping detailed records of progress towards the identified goals and specific outcomes and, gradually withdrawing support when those goals have been achieved
 - Working with school staff to formulate and deliver tailored support packages for any pupil who assumes the role of a service user of the RISE centre
 - Taking responsibility for monitoring of students' progress, including weekly one-to-one discussions for either counselling/support or assistance in overcoming barriers to learning
 - Tracking external intervention programmes and monitoring both delivery and progress;
 - Arranging and attending meetings with external agencies as directed by the Assistant Headteacher
- Ensuring that students are complying with school policy in terms of behaviour, appearance, academic work and social interactions and follow the guidelines given in the staff handbook if any student is infringing on these policies; taking responsibility for student behaviour and ensuring school disciplinary procedures are properly followed with affected students
 - Support and deliver key intervention and lessons in line with National Curriculum delivery targeted at pupil development

The above list is not exhaustive in terms of specific jobs and the post holder will need to complete extra tasks associated with the management and success of the RISE Centre.

- To manage the range of support available for students and liaise with external agencies and provisions as appropriate. This will include:
 - Liaising with key stakeholders externally to facilitate inter-agency collaboration and acting as a single point of contact (e.g. Police/Prevent, social services, further education institutions, community programmes, etc.)
 - Ensuring attendance for all pupils on external provisions and updating trackers accordingly along with the Trust Attendance team
 - Working closely with external agencies in developing and delivering resources around behavioural and academic reform;
 - Completing safeguard checks and regular audits to ensure provisions are in line with the school's expectations and standards;
 - Conducting regular review meetings with all stakeholders involved to assess and develop pupil progress
 - Orchestrate transition plans when necessary whilst considering pupil outcomes, pupil needs and whilst remaining within allocated budget;
 - Source and manage external agency based interventions and actively embed these within existing curriculum
- Reflect on their own practice as well as the practices of the school with aim of improving all that we do
- Read and adhere to the various policies of the school as expressed in the School Improvement Plan, the staff handbook, subject team/year team documentation etc
- Take a full part in the delivery of the school's Personal Development programme
- Participate in the management of the school by attending various team and staff meetings
- Undertake duties as prescribed within school policies
- Ensure that all deadlines are met as published in the school calendar
- Undertake professional duties that may be reasonably assigned to them by the headteacher
- Be proactive and take responsibility for matters relating to health and safety

Additional Information:

- This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure Barring Service as part of Hertfordshire County Council's pre-employment checks
- This job description sets out the duties of the post at the time it is drawn up; it will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. The Headteacher may vary the duties from time to time without changing their general character or the level of responsibility entailed

We require a professional who:

- Has excellent pedagogy and relationships and a passion for encouraging young people to reach their full potential
- Is a skilled professional who puts student progress and engagement at the heart of all they do
- Can share and deliver in the vision to be outstanding
- Is willing to learn and help evolve the good practices already in place
- Wants to be part of an excellent team and who will contribute as we strive for excellence

Person Specification:

Criteria	Details	Essential	Desirable
Qualifications and training	Education to degree level (or equivalent)		✓
	Qualified Teacher Status		✓
	ICT skills sufficient to deliver use of technology in teaching	✓	
Teaching	Excellent subject knowledge		✓
	Good understanding of underlying subject pedagogy	✓	
	Passion and love for subject(s)	✓	
	Ability to use educational data to monitor and evaluate student progress	✓	
	Knowledge and understanding of safeguarding issues	✓	
Personal Qualities	Ability to inspire and motivate students	✓	
	High expectations and aspirations of all students	✓	
	Energy, commitment and attention to detail	✓	
	Sense of humour, presence, drive and flexibility	✓	
	Excellent communication and interpersonal skills	✓	
	Resilience	✓	
	Excellent organisational skills and ability to meet deadlines under pressure	✓	
	Outstanding ambassador for the school	✓	
Additional Requirements	Commitment to continuous improvement	✓	
	Commitment to meeting the needs of all students	✓	
	Ability and willingness to work flexibly to meet school needs	✓	
	Ability to work independently and as part of a team	✓	
	Approachable and sensitive to the needs of others	✓	
	Openness and willingness to address and discuss relevant issues	✓	
	Willingness to take part in extra-curricular activities, including trips and visits, and to make a significant contribution to the wider life of the school	✓	
	Willingness to contribute to events and activities for members of the wider community		✓
Leadership	Potential to lead and motivate others	✓	
	Some experience of leading, others (scouts/guides etc)		✓
	Potential to deliver presentations and training to colleagues commensurate with your experience		✓
Philosophy	Commitment to a non-selective co-educational environment	✓	



**Ridgeway Academy
Herns Lane,
Welwyn Garden City,
Herts,
AL7 2AF**

www.ridgeway.herts.sch.uk