



HORSFORTH SCHOOL

JOB DESCRIPTION

Job Title: **Alternative Provision Manager**

Responsible to: **Deputy Headteacher – Pastoral**

Pay Band: **PO1 £31,673**

Hours: **Full time, Monday – Friday.
Term time only plus 10 days**

Main role:

This role is based in our new alternative social and emotional provision, which will provide support for our most vulnerable and challenging young people. The provision will be led and manned on a day by day basis by the successful candidate, assisted by part time staff from the main school - Teachers, Teaching Assistants / SEND practitioners, whom you would line manage.

The AP Manager will provide effective leadership and management of the staff who work within this provision, to:

- Assist the Headteacher and teachers in the development and implementation of a programme of work specifically tailored to be meet the needs of identified students.
- Establish a stable, caring, and supportive learning environment.
- Enable students to achieve their full learning potential by removing barriers.
- Facilitate students' social, emotional, and moral development.

Main duties will consist of:

- To provide leadership and direction for the provision and ensure that it is managed and organised to meet the aims and objectives of the school and the pastoral system.
- To lead a team of people so that the provision runs efficiently and can respond to the needs of the school.
- To create a community which inspires independent, resilient learners to improve their learning habits.
- To raise standards in the provision so that all students make progress. To close the gap between PP and non PP, SEN and non SEN and boys versus girls.
- To put strategies in place to ensure those students are effectively supported.
- To ensure that there is a timetabled curriculum offer that promotes relevant and engaging programmes of study.

- To collaborate with curriculum leads and specialist staff to assess individual needs and implement a graduated response to meet needs. To quality assure all aspects of the provision to improve teaching and learning, personal development, behaviour and attitudes.
- To promote positive relationships and work within a restorative framework.
- To develop stakeholder voice to support quality assurance in all areas.
- To improve attendance so that it is above national average.
- To significantly reduce the number of PA students.
- To improve punctuality within the provision towards the school target.
- To promote and celebrate excellent behaviour and rewards. To ensure behaviour management is consistent throughout the provision.
- To contribute and develop therapeutic approaches to student engagement.
- To develop trauma informed practice, creating a team around each student.
- To lead on induction meetings into the provision.
- To analyse attendance and punctuality data on a regular basis and ensure follow up procedures and intervention are put in place and impact is measured.
- To work with colleagues and other relevant agencies to identify barriers to learning and negotiate and implement behaviour improvement plans and other strategies to overcome them and measure impact.
- To ensure the effective implementation of the monitoring systems within the provision and produce reports that celebrate good practice, informs future practice and improvement and measures impact.
- To contribute to the school procedures for school quality assurance.
- To use data on student performance to inform policy and practice, target setting, identify underachieving students, implement targeted intervention and monitor the effectiveness of the support.
- To communicate with parents on a daily / weekly basis as well as at parents' evenings as appropriate.
- To ensure that health and safety policies and practices, including risk assessments, throughout the provision are in line with national requirements and are updated where necessary.
- Lead the graduated response to students within the provision.
- Management of a budget.
- Organisation and co-ordination of multi- agency support.
- Deliver and support learning activities.
- To work with the SENDCo and any other staff within the Inclusion team, to ensure that work is matched to individual student's needs.
- To make appropriate arrangements for when staff are absent, ensuring appropriate cover within the provision.
- To liaise with other Heads of Year to ensure that referrals into the provision are accurate and that students can reintegrate back into the mainstream provision.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of student pastoral files and other reports.
- To alert appropriate staff to problems experienced by students.

- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- To be aware of and support difference and ensure equal opportunities for all.
- To contribute to the overall ethos/work/aims of the school.
- To appreciate and support the role of other professionals.
- To attend and participate in relevant meetings as required.
- To participate in training and other learning activities and performance development as required.

NOTES:

There is a requirement to submit to an enhanced Disclosure and Barring Service background check. Term time working. There may be a need to occasionally work outside of school hours and off school premises, as required by the school. No smoking policy.

This job description is not necessarily a comprehensive definition of the post, you may be asked to undertake additional duties not listed above but appropriate to the role. It will be reviewed from time to time and may be subject to modification or amendment at any time after consultation with the holder of the post.