

Alternative Provision Lead JOB DESCRIPTION



Role Purpose:

The purpose of this role is to lead in the promotion, development and maintenance of an effective alternative provision curriculum, acting in support of teaching and learning professionals and external agencies.

Key Accountabilities:

Reporting to the SLT link, this post holder will be accountable for:

Support for students

- Manage pupils' behaviour who attend the alternative provision
- Plan, prepare and deliver assigned programmes of teaching and learning or intervention activities to individuals or groups to support students in improving their behaviour.
- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
- Develop and implement Individual Pastoral Plans for students
- Work with the school councillor to support student's social and emotional well-being
- Collaborate with external agencies to support students in changing/improving their behaviour. This may include on-site and off-site provision.
- Establish respectful relationships with students and interact with them according to individual needs.
- Understand and support independent learning and inclusion of all students as required.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Provide feedback to pupils in relation to progress and achievement in agreement with the teacher.
- Meet regularly with parents to discuss their child's progress
- To facilitate the withdrawal and re-integration of students.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with the established policy and encourage pupils to take responsibility for their own behaviour.

Working with other professionals

- Create and maintain a purposeful, orderly and supportive environment, in accordance with agreed programmes of work.
- Plan and evaluate specialist learning activities with teaching & support staff
- Be responsible for communication to all staff about students in alternative provision and their progress.
- Assess, record and report on development, progress and attainment through analysing data on a regular basis.
- Support the role of parents/carers in pupils' learning and contribute to meetings with parents/carers to provide constructive feedback on pupil progress, achievement, etc
- Liaise with external agencies on a regular basis

This document was approved as follows	
People Development Director	Date: 09/04/20
Version	1.0



- QA the work being set within the alternative provision and liaise with middle leaders where necessary.

Support for the curriculum

- Lead on the quality of education in the alternative provision
- To work collaboratively with internal and external staff to provide a purposeful, engaging and personalised alternative curriculum.
- To develop strategies and policies which assist in the identification of early signs of disengagement and contribute to specific interventions to encourage re-engagement with the curriculum and school life.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.

Culture

- Responsible for the Health and Safety, security and welfare of self and colleagues in accordance with E-ACT's policies and procedures, reporting all concerns to an appropriate person.
- Responsible for working in accordance with E-ACT's policy relating to the promotion of Equality, Diversity and Inclusivity
- Support the running of detentions and break/lunch duties when required

Undertake any other duties appropriate to the grade of the post as requested by your Line Manager

E-ACT is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment.

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PERSON SPECIFICATION

Whether you're a 3 year old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

- We want everyone to **think big** for yourselves and for the world around you;
- We want everyone to **do the right thing** in everything you do, even when this means doing something that's hard, not popular or takes a lot of time;
- We want everyone to show strong **team spirit**, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.

OUR VALUES

Thinking Big	<ul style="list-style-type: none">• Show energy, enthusiasm and passion for what you do• Demand the highest quality in all that you do, and in the work of your team• Willing to champion new ideas and think beyond the status quo• Show an ability to think creatively and 'outside of the box' in your area of expertise, continually seeking improvements in what you do to make the organisation better• Be open to new ideas and change where it will have a positive impact on the organisation• Show a willingness to embrace different ideas and ways of thinking to improve E-ACT• Ability to 'look outside' – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work• Commitment to self-development, and developing your wider Team• Ability to self-reflect on yourself, your performance, and to think about how this could be improved further• Ability to encourage ideas from others in order to improve the organisation and build your team's confidence
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Doing the Right Thing	<ul style="list-style-type: none"> • Have integrity and honesty in all that you do • Make decisions that are based on doing the right thing, even when this means that they're unpopular or will lead to more work • Take responsibility and ownership for your area of work • Have difficult conversations or deliver difficult messages if that's what's required to do the right thing by our pupils • Be transparent and open • Be resilient and trustworthy • Stand firm and stay true to our mission
Showing Team Spirit	<ul style="list-style-type: none"> • Understand how you can have a greater impact as a team than you can as an individual • Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission • Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level • Recognise and celebrate the success and achievements, no matter how small, of your colleagues • Be generous with sharing your knowledge to help to develop others • Understand and be willing to receive suggestions and input on your area of work from others • Support your colleagues, even when this means staying a little later, or re-prioritising some of your work • Be aware of other peoples' needs and show an ability to offer genuine support • Show an awareness and respect for peoples' differences, and recognise how different characteristics and personal strengths build dynamic and great teams

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KNOWLEDGE, EXPERIENCE & SKILLS

Requirement **Assessed at**
E – Essential **A – Application Stage**

D – Desirable **I – Interview Stage**

P – During the probationary period

		E	D	A	I	P
Organisational Fit	Thinking Big	X		X	X	X
	Doing the Right Thing	X		X	X	X
	Showing Team Spirit	X		X	X	X
Knowledge	GCSE Maths and English minimum grade 4 or equivalent	X		X	X	X
	Knowledge of excellent behaviour management strategies	X		X	X	X
	Knowledge of external agencies		X	X	X	X
	Knowledge and understanding of how children learn and how to motivate them	X		X	X	X
	Knowledge of strategies for spelling, reading and number skills		x	X	X	X
	Knowledge of strategies to develop learning	X		X	X	X
	Knowledge of and compliance with policies and procedures relevant to child protection, health and safety.	X		X	X	X
	Understanding of statutory frameworks relating to teaching		x	X	X	X

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	Knowledge of the issues related to working with children who reside in areas of high socio-economic deprivation		X	X	X	X
Experience	Relevant educational experience supporting a child/children in a school setting and the relevant age range	X		X	X	X
	Experience of working with children who have a wide variety of educational needs		X	X	X	X
	Experience of updating assessments and Individual Education Programmes		X	X	X	X
	Experience of liaising with the SENCO and outside agencies		X	X	X	X
	Experience of leading and motivating a team		X	X	X	X
Skills	Ability to work with an individual child or with a group	X		X	X	X
	Be able to de-escalate challenging behaviour	X				
	Ability to work closely with parents	X		X	X	X
	Ability to model acceptable behaviours and encourage good social skills	X		X	X	X
	Ability to extend children's thinking skills	X		X	X	X
	Ability to communicate with a wide range of stakeholders using a variety of methods	X		X	X	X
	Ability to work constructively as part of a team	X		X	X	X
	Ability to use ICT effectively to support learning	X		X	X	X

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