



# OLDFIELD SCHOOL

## Job Description

<b>Position:</b>	Alternative Provision Manager
<b>Responsible to:</b>	Deputy Headteacher: Pastoral
<b>Responsible for:</b>	Curriculum Access Support Officer
<b>Grade:</b>	P01 (27-30)
<b>Working Pattern:</b>	37 hours per week
<b>Disclosure Level:</b>	Enhanced DBS and barring list - We welcome applications regardless of age, disability, gender, ethnicity or religion. Our school is also committed to the protection and safety of its students. The successful applicant will be required to undertake an enhanced DBS check.

### Core purpose of the post:

- To coordinate, monitor and evaluate the curriculum provision for students accessing the Skills Centre.
- To manage the reintegration of students into the mainstream curriculum.
- To manage the managed move process.
- Support the DHT: Pastoral in the development and implementation of alternative education provision in other settings.
- To contribute to the development of the school by being aware of current and future developments in areas of specific responsibility.
- To manage the provision of off-site AP and complete the safeguarding visits.
- To be the main point of contact with offsite provision and manage the record-keeping of provisions and SLAs.

### Duties and responsibilities attached to this post are as follows:

#### Leadership and Management

1. To manage the Curriculum, Access, Support Officer and ensure that internal AP provision is fulfilling the school's needs.

#### Alternative provision curriculum

1. Under the supervision of the DHT: Pastoral, plan and coordinate the curriculum provision for students accessing the Skills Centre.

2. Liaise with Leaders of Learning/Heads of Subject to ensure that the curriculum for students is appropriate, accessible and develops the knowledge and skills required to support their transition back into the mainstream curriculum.
3. Liaising with pastoral staff and classroom teachers to support students who are reintegrating into mainstream lessons.

#### **Managed Moves**

1. Be the point of contact for managed move students at Oldfield School
2. Be the point of contact for managed move students at other schools.
3. Facilitate and attend the managed move review meetings for all students on a managed move at the school or in other schools.

#### **Alternative Education Provision**

1. Liaise with other settings about pastoral support for Oldfield School students who are accessing alternative education provision in their setting.

#### **Student Welfare and Behaviour**

1. To monitor student behaviour issues through applying the school's behaviour procedures.
2. Support victims of bullying and prevent bullying through applying the school's anti-bullying policy.
3. Liaise with and refer to internal welfare/ support staff and external agencies with regards to behaviour and welfare issues and participate in BSPs/PSPs/ TAC and other multi-agency meetings.

#### **Communication.**

1. To inform staff of issues regarding behaviour, academic progress, well-being or attendance of individual students when appropriate.
2. Liaising with outside agencies.

#### **Special Notes and Conditions**

The nature of the work necessitates strict confidentiality, no information obtained during or after working hours should be discussed other than with relevant staff.

This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and Oldfield School would aim to reach agreement to the changes.

### **Person Specification**

Position:	Alternative Provision Manager
Responsible To:	Deputy Headteacher: Pastoral
Grade:	
Disclosure Level:	Enhanced DBS and Barring List

We welcome applications regardless of age, disability, gender, ethnicity or religion. Our school is also committed to the protection and safety of its students. The successful applicant will be required to undertake an enhanced DBS check.

## Person Specification

The following person specification outlines the key skills and experience required for this position in addition to those that would be expected of a main-scale teacher.

Essential / Desirable (D)

### Qualifications and professional development

Degree level education

Evidence of wider, recent and relevant professional development related to pastoral and/or SEND matters (D)

### Experience

Excellent practitioner who is able to share best practice

A track record demonstrating good organisational skills

A track record of managing a team

Experience of working in an alternative provision setting (D)

Successful experience in dealing with parental concerns and communication with parents(D)

Experience of leading a team(D)

Knows about:

Working knowledge of statutory guidance on safeguarding/alternative provision

Understanding of the problems that commonly affect young people

Knowledge of current statutory guidance

Able to:

Work with different stakeholders to achieve the best outcomes for students

Help support and mentor tutors to improve students' behaviour

Empower and sustain the development of their team

Work appropriately with sensitive and confidential information

Committed to:

Ensuring that students with SEMH can access the mainstream curriculum

Sharing best practice between colleagues

Updating knowledge of safeguarding

Working in a team supporting colleagues when necessary

Raising standards for all in the pursuit of excellence

The sustaining of personal motivation and that of all staff

Collaborating with others in order to strengthen the school's organisational capacity

Effective team work within the school and with external partners

### Personal Qualities

High levels of motivation and energy; ambitious and upbeat

Flexible and collaborative

Willingness to challenge others to produce positive outcomes

Be passionate young people's outcomes

Be passionate about high standards and achievement and excellence for all

Commitment to the welfare, success and happiness of students

Oldfield School is committed to safeguarding and promoting the welfare of children and young people and the successful candidate must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure and Barring Service (DBS) check.