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|  | **Ely College**  **Bespoke Provision Coordinator**  **JOB DESCRIPTION** |  |

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**Scale:** Scale 5 Point 22 to 25

**Hours:** 37 hours per week

**Weeks:** Term Time only

**Responsible to:** Behaviour and Welfare Manager

**ROLE**

To co-ordinate and man the day-to-day running of the KS4 Bespoke Provision, providing a safe and calm time specific learning environment for students who exhibit challenging learning behaviours, in conjunction with the Student Support Service KS3.

**Specific Duties**

1. To provide day-to-day co-ordination of the KS4 Bespoke Provision including both pastoral and academic support.
2. To assist in providing alternatives to fixed term exclusion(s) of students in KS4.
3. To provide students with suitable educational activities in conjunction with the relevant teaching staff.
4. To participate in meetings with the Pastoral teams, Behaviour team and Student Support Team as appropriate.
5. To participate in meetings with the Assistant Principal or Senior Tutors to manage student behaviour, as appropriate.
6. To produce regular reports regarding individual students that are reflective and action driven.
7. To produce a regular (termly) analysis of the students using the Bespoke Provision.
8. To keep effective records regarding student access to the unit and individual case files

To report to the Senior Leadership Team / Senior Tutors/ curriculum leads on a daily basis concerning students’ conduct within the unit if and when required; (this will be dependent upon the individual needs).

**Child Protection**

To inform the Child Protection Officer, of any issues relating to the safety and wellbeing of students and participate in training as required.

**Ethos**

1. Establishing a climate of excellence within learning and teaching with students at least matching levels of performance indicated by prior attainment.
2. Maintaining good order and discipline among pupils carrying out supervision of students and staff duties as detailed by the Principal in accordance with College policies.

*The job description is subject to review and may be changed following consultation with the post holder.*

*The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Disclosure and Barring Service.*

**Person Specification**

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| **Essential** | **Desirable** |
| Ability to demonstrate a range of strategies to deal effectively with students who exhibit challenging behaviours | An understanding of the importance of SEAL |
| Experience of working with young people and vulnerable people | Knowledge of emotional and social demands on children |
| Ability to manage a classroom with students requiring a high level of support | Training in Child Protection |
| Experience of working with children with special educational needs |  |
| Excellent interpersonal skills and ability to work with people at all levels |  |
| Excellent report writing and IT skills |  |
| Experience of working as part of a multi-disciplinary team |  |