



Alternative Provision Manager

Job Description

Salary scale:	Fulwood Support Staff scale S02 which is between points F030S to F033S (£30,810 - £32,510). Term time only + 5 INSET days + 10 additional days.
Hours:	8.15 to 4.15 Monday to Thursday 8.15 to 3.45 Fridays
Permanent / Temporary:	Permanent
Responsible to:	To be confirmed
Managing:	None
Job purpose:	To manage all the Alternative Provision within Fulwood. Working with students, providers and families to ensure the best possible outcomes. To liaise closely with providers so all students have a clear plan that is regularly reviewed. To facilitate their learning whilst in school, whether this is within our Focus provision or students are in their timetabled lessons. To ensure all students have the best possible pastoral support to remove any barriers to progress. To ensure all families are kept fully informed via regular review meetings with them, students and providers.
Managing:	None

Key Responsibilities

- To oversee Fulwood Academy's external alternative provision programme, visiting placements as necessary and reporting back to Line Manager as appropriate on pupil progress, including compiling suitable records.
- To be the point of contact for all providers, ensuring they have appropriate Learning, H&S and Safeguarding policies in place
- To oversee the Key Stage 4 onsite alternative provision programme, within Focus
- To make home visits in term time and during holiday time to ensure students are accessing fully their provision and gain parental/student feedback
- To plan and implement specialist programmes of intervention to accelerate rates of progress for small target groups of students
- To liaise with subject leaders and teachers to ensure students follow appropriate learning plans in school and facilitate.

- To work with groups of students, planning and developing individual support plans for young people.
- Work within the wider Pastoral / Inclusion team developing and applying intervention programmes
- To undertake mental health intervention support with small / medium sized groups of pupils who are in the AP cohort
- Supervise and provide particular support for pupils, including those with behavioural and/or pastoral needs ensuring their safety and access to learning activities.
- Attend parental meetings where necessary
- Establish good relationships with pupils, being a role model by presenting a positive personal image and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to act independently as appropriate

General Academy

- To be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
- Actively promote equal opportunities and support the delivery of services which are accessible and appropriate to the diverse needs of service users.
- To participate in training and other learning activities and the academy's performance management process
- The post holder will be expected to work flexibly and carry out all duties in compliance with the academy policies

Personal qualities for all staff

Fulwood Academy is on a journey of rapid change. Sharing our vision, '*Working as a TEAM in the pursuit of excellence for all*', is vital. This is supported by a caring atmosphere where discipline and relationships are based on our four core values:

- Trust
- Excellence
- Ambition
- Manners

To support the academy and to your own success, we expect the following from the whole team:

- a commitment to the protection and safeguarding of children and young people;
- the ability to work as part of a developing team
- the ability to demonstrate a caring attitude to pupils and colleagues
- appropriate qualifications/or experience to competently carry out your role
- a willingness to pursue professional and personal development

All staff at Fulwood Academy are role models for children and are expected, therefore, to model good behaviour and conduct themselves in a way that is consistent with our expectations of our pupils.

Performance Management

To participate in the annual Performance Management process, agreeing targets linked to academy development plan, departmental and personal priorities.

Safeguarding Commitment

Fulwood Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All post holders at Fulwood Academy are subject to an Enhanced DBS check following the offer of a post, and any offer is subject to satisfactory checks being obtained.

Fulwood Academy

Person Specification

Alternative Provision Manager

Description	Essential / Desirable
To have experience of managing AP and evidence of impact in role	D/E
To have good functional skills in English and Mathematics	E
To have good IT skills	D/E
Excellent communication and organisational skills	E
Ability to work with and motivate young people, often with challenging circumstances	E
A sense of enjoyment and absolute commitment in working with young people.	E
To understand the principles of child development and learning processes	E
Ability to offer a firm but friendly approach and be self-confident in dealing with young people	E
Ability to engage with other professionals and parents or carers	E
Ability to interpret and use data	D/E
Ability to work under pressure and meet deadlines	E
Flexibility of working hours in support of the academy demands and needs	D/E
Willingness to undertake training as required, including relevant IT applications	E
Experience of leading group interventions and tracking progress	E