

Chingford Academies Trust

South Chingford Foundation School

JOB DESCRIPTION

JOB TITLE:	Alternative Provision Manager
RESPONSIBLE TO:	Executive Principal, with day to day line management by Assistant Principal - Inclusion
RESPONSIBLE FOR:	Behaviour Support Assistant Other Support Staff, including Agency
GRADE/PAY RANGE:	Scale SO1 (pending evaluation)
HOURS:	36 hours x 44.4 weeks per year
KEY CONTACTS:	<b>Internal</b> – Staff/Pupils, Parents/Carers, External agencies <b>External</b> – Senior leadership in other schools, agencies, Local Authority, Parents/Carers, Hawkswood PRU

**Job Purpose**

- To be responsible for the detailed skills and knowledge that ensures a consistent and effective approach to behaviour management within the external unit. Developing a multi-agency approach to supporting pupils and their families with behavioural, emotional and social needs, whilst establishing and maintaining a productive working relationship with pupils, at all times acting as a role model.
- To be responsible for the development and delivery of a range of preventative approaches to behaviour management, that monitors behaviour strategies within our external unit of students displaying challenging behaviour.
- To monitor and analyse behaviour patterns, analysing behaviour trends and lead on appropriate actions to address on an individual basis.
- To act as the designated safeguarding lead within the external behaviour Unit

## **Main Duties and Responsibilities**

Management of all aspects of the day-to-day operation of the Alternative Provision Programme to include:

### **Support for Pupils**

- Using specialist knowledge and skills to support positive pupil behaviour choices
- To develop and implement an intervention programme of activities to address behavioural, social and emotional needs of individuals and small groups.
- Establish productive and effective working relationships with pupils, acting as a role model and setting high expectations for behaviour.
- Provide feedback to pupils in relation to behaviour, both positive and negative
- Delivering therapeutic interventions.
- Manage adjective and accurate feedback and reports as required on pupil behaviour, ensuring the availability of appropriate evidence.
- Manage appropriate support and response in relation to safeguarding disclosures from pupils.
- Prepare exit reports and individual pupil risk assessments, positive handling plans and individual behaviour plans.
- To manage challenging and extreme behaviour of individual students herby defusing difficult situations involving students across both units.
- To develop programmes to be delivered by staff for individuals and small groups of students on social skills, anger management.
- Preparing individual pupil risk assessments to promote and maintain high standards of behaviour through engaging learning, effective use of praise, and reference to school sanctions and support procedures.
- Promote the inclusion and acceptance of all pupils within the school working with pupils to identify, set and monitor behavioural targets.
- Nominated anti bullying officer to be the first port of call for bullying issues

### **Support for the unit staff and External Agencies**

- To be a visible presence within the external units modelling expected behavioural routines and effective behaviour management techniques.
- To provide specialist support and advice to staff in relation to setting behaviour targets.
- Manage unit staff in order that monitored behaviour is appropriately communicated and discussed with parents working as part of a team approach
- Organise and manage appropriate learning environment and resources for the Behaviour Units.

- Manage the delivery of a full timetable as per the national curriculum and evaluate and adjust lessons/work plans as appropriate.
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.

### **Support for Parent/Carers**

- To interview Parent/Carers and administrate the admission and induction process for students attending the Unit, ensuring all relevant information is collated e.g. Care Plans, FSM information, emergency contact details, etc.
- Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- To establish constructive relationships with parent/carers, exchanging. Information to facilitate their support to ensure the student placement is effective and provide feedback, as required.
- Using specialist knowledge and skills to support positive pupil behaviour choices.
- Establish productive and effective working relationships with pupils, acting as a role model and setting high expectations for behaviour
- Working with individuals and groups to support learning activities and develop behaviour for learning
- Liaising and meeting with parents regularly regarding behavioural issues for identified students.
- Provide feedback to pupils in relation to behaviour, both positive and negative and offer support for parents and carers.

### **Support for the School**

- Manage and develop the Behaviour Units as determined by the requirements of the School Quality Plan.
- Manage the running of the external behaviour unit implementing all the requirements in relation to the health and safety of external students.
- To manage a case load of identified pupils who require behaviour, emotional and social intervention.
- To attend and liaise with outside agencies meetings regarding students future pathways.
- To put in place and monitor administrative policies and procedures to support the effective running of the Behaviour Unit, to include preparation of monitoring information for the Hawkswood Group and Local Authority as directed.
- To identify and introduce new and innovative approaches to positive behaviour

- To follow policy and procedures for following up a safeguarding concern using appropriate channels of communication to outside agencies.
- Contributing to the preparation of individual pupil risk assessments, positive handling plans and individual behaviour plans.
- Provide objective and accurate feedback and reports as required on pupil attendance, achievement, progress and other matters, ensuring the availability of appropriate evidence.
- To manage the implementation of intervention programmes of activities to address behavioural, social and emotional needs of individuals and small groups
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- To be the main point of contact between partner schools and other agencies in the provision of the Day 6 Alternative Provision service and manage pupil placements.
- In conjunction with senior staff, to agree and implement an internal Behaviour Unit Strategy, monitoring and evaluating processes and procedures as appropriate.
- To monitor and evaluate the reasons for student seclusions, putting in appropriate support/intervention strategies and providing information to the Local Authority and external partners regarding Day 6 usage.
- To be responsible for the management and deployment of staff in the, Alternative Provision Unit collating effective timetables and utilising specialist skills available.
- Comply with and assist with the development of policies and procedures relating to child protection, behaviour and sanctions, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- To be a qualified First Aider.

### **Line Management responsibilities**

- Hold regular team meetings with managed staff to monitor staff progress evaluate the effects on teaching and learning and use the analysis to direct further improvements within the Unit.
- Represent the team and liaise with senior management, teaching staff and other support staff at meetings.
- Assist with recruitment and undertake induction, appraisal, training and mentoring of Behaviour Learning Support Assistants assigned to the Alternative Provision Unit, as appropriate.
- To conduct appraisals for Behaviour Unit staff, identifying and supporting professional development, as appropriate. Engaging actively in appraisal of staff and ensuring their Professional Development

- To monitor Behaviour Unit staff workload as appropriate and agree operational priorities within the strategic priorities as agreed by senior staff.

#### **OTHER REQUIREMENTS:**

1. To have an up-to-date Enhanced DBS Disclosure.

#### **SAFEGUARDING**

To be alert to issues of safeguarding child protection, ensuring that the welfare and safety of children attending the School is promoted and safeguarded and to report any child protection concerns to the designated Safeguarding Lead using safeguarding policies, procedures and practice.

Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed.

Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.

Name of Post holder .....

Signature ..... Date .....