

<b>POST TITLE:</b> Alternative Provision Co-Ordinator	<b>GRADE:</b> P 26 - 30
<b>RESPONSIBLE TO:</b> Assistant Head (AP and Safeguarding)	
<b>DATE:</b> July 2023	

**Line Manager:** Assistant Head (Strategic AP Lead and Safeguarding)

**Responsible for:** A team of Higher-Level Teaching Assistants and Teaching Assistants

**Key liaisons**  
Multi Academy Trust School staff and leadership teams  
Parents and students  
Visitors  
Governors  
Contractors

**Hours of Work:** 37 hours per week, Term time + 10 Days

**Role Overview:**

Responsible for effectively targeting and coordinating the provision for students at risk of repeated fixed term suspensions through internal timetable modifications, small group work and personalised alternative curriculums.

**Purpose of Role:**

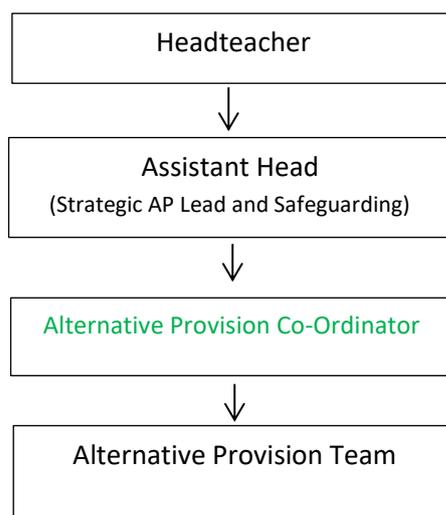
- Co-ordinating the delivery of effective, purposeful alternative provision for students who especially, but not exclusively, demonstrate difficulties in accessing the mainstream curriculum at Chilton Trinity School.
- To generate a tailored offer to meet individual needs informed by student, staff and parental input.
- To contribute positively towards the school vision ensuring every member of our student community leaves our school with the necessary skills, attributes, empathy, knowledge and qualifications required to be highly successful, well-rounded thoughtful and reflective adults who contribute to society and flourish as a result of an ambitious learning experience that motivates and facilitates growth.

**Duties**

- Work with key staff to source, plan and deliver the highest quality inclusive educational provision to meet the diverse needs of our students.
- Work directly with students, including those with poor or challenging behaviour in a variety of settings, including 1:1, small group work, outdoor activities both on and offsite.
- Work with students, staff and parents and carers to promote positive attitudes to learning.
- Line manage the staff working within the Alternative Provision Team, ensuring effective performance and standards of conduct.
- Work alongside the Assistant Head for AP and SENCO to identify students who would benefit from alternative provision and/or timetable modifications.

- Develop a range of strategies and support networks to help manage and improve student behaviour and attitudes to learning.
- Develop links and liaise with off-site providers and local colleges/employers to support and enhance the students alternative provision experience.
- Work closely with parents, teachers and other stakeholders to ensure that the identified cohort of students achieve the best possible academic, vocational and personal outcomes, including formal qualifications and post 16 pathways.
- Meet and communicate regularly with parents/carers of alternative provision students. Interactions are to include the following up of attendance and behaviour matters, as well as communicating the progress and achievements of the students.
- Support and interact with students during social times to ensure the alternative provision climate is calm and safe.
- Attend parents' evenings and other events as directed.
- Participate in the schools agreed pattern of meetings.
- Perform duties in accordance with the directions given by the Headteacher.

## Structure



## Data Protection and Safeguarding

- Work within the requirements of Data Protection at all times
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns
- Remain vigilant to ensure all students are protected from potential harm

## General

- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection and welfare of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order. <https://www.gov.uk/government/collections/dbs-filtering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children and young people will form part of the selection process. For this post prior to appointment, Futura Learning Partnership will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

<b>Person Specification - Alternative Provision Coordinator</b>	<b>Essential (E) or Desirable (D)</b>
<b>Education</b>	
Minimum GCSE level C in English and Maths or Equivalent	<b>E</b>
QTS/NVQ Level 3/Degree Level or appropriate equivalent qualification	<b>E</b>
Food Hygiene Certificate	<b>D</b>
<b>Experience</b>	
Proven experience of working with children with challenging behaviour and learning difficulties	<b>E</b>
Proven experience of managing the behaviour of vulnerable students to prevent suspension and disaffection	<b>E</b>
Proven experience of monitoring and recording progress of learners	<b>E</b>
Experience and understanding of literacy skills and interventions	<b>E</b>
Leadership of community project/area of school development	<b>D</b>
<b>Behaviours</b>	
Awareness and acceptance of the trust's Safeguarding and equal opportunities policy	<b>E</b>
Accept the need for continuing professional development	<b>E</b>
Patient, friendly and polite approach to students, parents and staff	<b>E</b>
Energy and enthusiasm	<b>E</b>
<b>Skills</b>	
Excellent management, motivational and communication skills	<b>E</b>
Work as an effective team member in a wide variety of partnerships	<b>E</b>
Ability to apply up to date legislation and practice in supporting inclusion for disaffected students.	<b>E</b>
Effective ICT skills	<b>E</b>
The ability to use a range of tools and evidence, including performance data to support, monitor and evaluate student outcomes	<b>E</b>
The ability to implement strategies which encourage parents and carers to support their children's learning and attendance	<b>E</b>
An understanding of the wider curriculum beyond school and the opportunities it provides for students.	<b>E</b>
Ability to cope with periods of pressure and prioritise workload accordingly, meeting all deadlines	<b>E</b>
<b>Attributes</b>	
Committed to the Futura Learning Partnership's aims	<b>E</b>
Committed to Equality and Diversity	<b>E</b>
Committed to own continuing professional development	<b>E</b>
Set high standards and provide a role model for students and staff	<b>E</b>
An excellent record of attendance and punctuality	<b>E</b>
<b>Other</b>	
Enjoyment of working with young people and families	<b>E</b>
Commitment to inclusive education	<b>E</b>
Resilience, perspective and a good sense of humour	<b>E</b>
An enhanced DBS	<b>E</b>