

**THE BISHOP OF WINCHESTER ACADEMY  
JOB DESCRIPTION- SUPPORT STAFF**

**Section One  
General information**

<b>Post Title</b>	Alternative Learning Centre Manager
<b>Post Holder:</b>	Salary – Salary Scale Point: 24-27 £22,401 - £24,657 Actual: £18,745 – £20,634 (this has been pro-rated in line with Academy ts&cs) 37hrs per week - Term Time only
<b>General Duties:</b>	<p>All academy post-holders are expected to support the sponsors’ vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors’ principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.</p> <p>All academy post-holders are expected to contribute to the development of young people and the community.</p> <p>This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.</p> <p>As with all job descriptions, it may be necessary to undertake any reasonable task required and sometimes at short notice that is not described here.</p> <p>The post-holder is expected to be part of the whole-school staff team and to be able to use his/her initiative. The ability to respond positively to ever changing and demanding circumstances is essential.</p> <p>This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post.</p> <p><b>Core Duties &amp; Responsibilities</b></p> <ul style="list-style-type: none"> <li>- To have overall responsibility for the day-to-day operation of the ALC provision.</li> <li>- To have a high profile within Academy to ensure students are aware of the procedures and expectations whilst in the ALC.</li> <li>- To work independently and as part of a larger integrated team to develop behaviour support plans and guidelines.</li> <li>- To ensure that all students in the ALC carry out the work given to them, following the Academy’s high expectations – no excuses.</li> <li>- To ensure students have sufficient amount of work to complete in the time they are based in the ALC and that this work is appropriate.</li> <li>- To work in a classroom environment in an access controlled area of the main Academy building. The role includes regular use of a computer.</li> </ul>

- To supervise the silent ALC, ensuring that all students work in silence and that exam conditions are adhered to at all times.
- To maintain and monitor the behaviour of the students in the ALC using advanced interpersonal skills in order to manage the range of behaviours exhibited by students.
- To acquire knowledge of all the Academy procedures relating to working with children which are based on national guidelines.
- To promote positive behaviour management by modelling and suggesting effective strategies with students in class and around the school, including during break and lunchtimes.
- To reduce barriers to learning by supporting students with behaviour management issues and ensuring that all work is completed.
- To implement restorative approaches to improving student behaviour and to support the mediation between student and their subject teacher.
- To have a commitment to child safeguarding, promoting the welfare of children and young people in accordance to the Academy policy.
- To be flexible at all times to suit the needs of the Academy and the culture for learning.

#### **Alternative Learning Centre**

- To ensure learning resources are appropriate and available for students at all times. The post-holder is responsible for the resourcing of the ALC.
- To ensure the ALC is tidy and well maintained at all times.
- To communicate, collate and oversee the curriculum work set by teaching staff.
- To liaise and work with Heads of Year, Teaching staff, the Academy Leadership Team, Behaviour and Attendance Managers providing daily and weekly updates where necessary. Ensuring that relevant staff are always aware of which students are in the ALC.
- To organise and contribute to any parental issues over referrals and admission to the ALC provision.
- To ensure all relevant work has been set by subject teachers and report where this is not done.
- To analyse data and produce accurate and informative reports on students for Head of Year, Curriculum Area Leaders and subject teachers where necessary.
- To update SIMS daily, ensuring all student behaviour information is maintained and correct.
- To manage any instance of challenging and extreme behaviour of individual students.
- To use initiative and find solutions to day-to-day issues, communicating any wider problems to the Behaviour Lead and/or the Academy Leadership Team,

	<ul style="list-style-type: none"> <li>- To respect and maintain confidentiality of information according to the Academy's policies and legal requirements.</li> <li>- To ensure all work is completed and returned to the correct subject teacher at the end of the day either personally or to their allocated pigeon hole.</li> <li>- To communicate to stakeholders through the Academy text service and email.</li> <li>- To develop an additional programme of work for students to complete during their time in the ALC with their subject leaders so that student learning is maximised.</li> <li>- To provide feedback and encouragement to students in relation to their progress whilst in the ALC.</li> <li>- To complete an exit interview with students where necessary and inform subject teachers if appropriate.</li> <li>- To maintain a calm and positive environment in which students can learn and reach their potential.</li> <li>- To supervise the Student Support Assistants, ensuring that all duties are carried out to a high standard and that their time is used efficiently when based in the ALC.</li> <li>- To assist with all administrative duties.</li> </ul> <p><b>Further training and development:</b></p> <ul style="list-style-type: none"> <li>- Participating in arrangements for his/her further training and professional development as a manager.</li> <li>- To develop and deliver training with the team to support the use of positive behaviour management across the school.</li> <li>- To remain up-to-date with relevant local and national developments in policy, practice, legislation, guidance and associated enquiries in this specialist area.</li> <li>- To attend relevant meetings and training in order to remain at the forefront of educational thinking on behaviour management.</li> <li>- To be aware of and comply with policies and procedures relating to child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> </ul>
<b>Reporting to:</b>	Head of Behaviour
<b>Responsible for:</b>	Maintaining overview of provision and monitoring behaviour of all students in the ALC. Ensuring that safe working practices and the Academy's culture for learning are adhered to at all times and that the students complete work and behave in a way that complies with the Academy's high expectations. You are responsible for ensuring that all students with learning and behavior barriers achieve their full potential and can continue to be able to access their personalised curriculum provision, whilst taking responsibility for the consequences of their behavior choices.

<b>Liaising with:</b>	<ul style="list-style-type: none"> <li>- Principal/Vice Principal</li> <li>- Relevant members of the academy, community, parents and governors.</li> <li>- Frequently supporting and challenging Heads of Year to ensure that all students achieve their full potential</li> </ul>
<b>Nature of Contract:</b>	Standard Terms and Conditions of Support Staff
<b>Disclosure Level:</b>	Enhanced
<b>Section Two Professional Duties and Responsibilities</b>	
<b>Ethos</b>	All Academy post-holders are expected to support the sponsor's vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the Academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.
<b>Specialism's</b>	All Academy post-holders are expected to contribute to the development of young people and the community.
<b>Self Development</b>	<ul style="list-style-type: none"> <li>• To continually seek development opportunities to improve personal performance</li> <li>• Line Manager is advised of training needs.</li> <li>• Development opportunities are sought/acted upon.</li> </ul>
<b>Attitude</b>	<ul style="list-style-type: none"> <li>• To act as a professional and positive ambassador for the Academy in order to support the Academy's mission and profile</li> <li>• Positive/constructive feedback from parents/students/visitors/colleagues/supporters will evidence supportive attitudes</li> <li>• Level of self-motivation and encouragement of others. Will support development of the Academy ethos and contribute positively towards the development of specialisms.</li> </ul>
<b>Policy promotion</b>	To actively promote the Academy's Equal Opportunities, Health and Safety, Data Protection policies, to ensure that the Academy operates effectively, fairly, and in line with legislative requirements at all times.
<b>Safeguarding</b>	To adhere to and follow the Academy's Safeguarding procedures in order to protect the safety of all children.
<b>Confidentiality</b>	To ensure confidentiality of the Academy's activities is maintained in order to protect the integrity of the organisation and its people.
<b>Flexibility</b>	To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation.

**The Bishop of Winchester Academy is committed to developing the skills of its people. If you have any query about your own personal development, please speak to your line manager.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

The Academy reserve the right to amend this document as necessary, after consultation with the individual concerned, in order to reflect changes in organisational requirements and ensure that the future goals of The Bishop of Winchester Academy are successfully achieved.