



Job Description – Alternative Provision & Inclusion Manager

Grade M

Responsible to: Assistant Head Care, Guidance & CP

1. Main Job Purpose

To be responsible for:

- The quality of teaching, learning and progress of pupils based in the Bridge, analysing outcomes and looking for improvement.
- The quality and delivery of interventions programmes within the bridge, including 1 to 1 mentoring and group work.
- Monitoring of performance and working to improve performance of team members – including the agreed policy of performance management.
- Managing the human and fiscal resources available including the deployment of staff and rooms.
- Organising pupil grouping.
- Keeping abreast of initiatives and new policies related to the subject.
- Promoting and safeguarding the welfare of children and young persons across the subject.
- Transition work year 6-7 and supporting transfers from other schools.
- Developing good home-school links with targeted pupils including meeting.

2. Main Duties and Responsibilities

Effective Teaching and Interventions

- To deliver specific whole subject matter in conjunction with subject teachers.
- To differentiate work making it accessible to the pupils needs.
- To ensure that subject work for the pupils working in the bridge is at the appropriate level through liaising with subject staff.
- To liaise with the Leadership Team Link and heads of house to prioritise pupils for intervention and to develop appropriate materials for intervention.
- To attend head of house pastoral meetings.
- To observe pupils as required to inform appropriate action.
- To set exemplary standards for members of the team to model.
- Transition: being involved in visiting primary schools as part of the transition process (will discuss with AHT)
- To organise and complete visits and meetings with parents of future year 7 pupils during activities week.
- To liaise with SENCO and SLT link for year 6 transition and primary interventions.
- To plan, organise and lead transition interventions.
- To provide support for reintegration eg pupils on managed move, school refusers.
- To keep appropriate records to allow for evaluation of success of different interventions.

Pupil Behaviour

- To ensure that pupil behaviour in the Bridge is of a high standard.
- To timetable, plan, hold and evaluate small group sessions to develop students emotionally, socially and academically and to work on improving behavioural skills.
- To ensure that all team members follow school policies on behaviour and support as required.

- To work with Leadership Team Link and Head of House to be proactive with work to improve behaviour of individuals and groups of individuals in the school.

Support for pupils

- To assess the needs of pupils and use detailed knowledge and specialist skills to support pupil' learning.
- To set challenging and demanding expectations and provide self-esteem, independence and resilience.
- To support pupils consistently whilst recognising and responding to their individual needs; including co-ordination of adapted timetables and liaise regarding work experience.
- To provide feedback to pupils in relation to progress and achievement.
- To support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupils progress/achievement.
- To ensure that any issues regarding safeguarding of children are passed on quickly and accurately in line with school procedures.
- To provide exam invigilation and support in the Bridge for nominated pupils.
- To liaise with Home-School Liaison Officer and outside agencies.
- To provide supervision for Bridge homework club.

Team Members

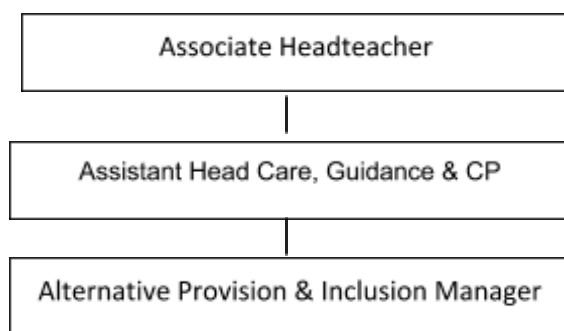
- To manage the performance of the Bridge staff in line with school policy.
- To ensure that Time Out and the Bridge have appropriate staffing over lunch and oversight of pupils e.g. in isolation.
- To co-ordinate and deliver training for the Bridge staff team.
- To be involved in wider staff training linked to Bridge interventions as required.

3. General

This job description only contains the main accountabilities relating to this post and does not describe in detail all the duties required to carry them out.

Norton Hill School is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required prior to appointment.

4. Organisation



Post Holder:

Name: _____

Signature: _____

Date: _____

Line Manager:

Name: _____

Signature: _____

Date: _____