

Job Title: Internal Alternative Provision Manager

Salary: SP 25 - 31, £32,239 - £37,034 - Term time only plus two weeks

Location: Yardley Wood, Birmingham

Start: Permanent Full time from September 2024

Closing date: 16th December 2024, 9am

Job Description:

Responsible to the Deputy Headteacher

Birmingham Diocesan Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment. This post is subject to safer recruitment measures, including a DBS check.

Core Purpose

To manage, lead and deliver the internal alternative provision.

This includes planning and delivering student programmes of learning and support. These programmes will cover co-curricular activities such as learning to learn and social skills, community and outdoor learning and employability skills.

These programmes will be delivered on and off site in planned collaboration with the Deputy Headteacher.

The post holder is responsible for working with and building relationships with a range of school professionals, external agencies and families.

The Internal Alternative Provision Manager will work with all year groups in the school. The post holder will need to be a talented and committed practitioner who will work with a range of internal and external professionals to improve students' outlook and attitude and approach towards their educational journey.

A key focus for this role will be to maintain a positive and well-managed learning environment in the Alternative Provision room ensuring students develop their ability to show high standards of behaviour and focus.

The post holder will also be responsible for developing and supporting alternative curriculum content for students to ensure the quality of the provision, setting high expectations which inspire, motivate, and challenge students to become the best they can be.

Principal Accountabilities:

1. Plan and prepare varied resources to meet each individual students' needs, this includes the co-curriculum activities the students, for example the external enrichment activities.
2. Continuously promote and facilitate independent learning, raising self-esteem and promoting confidence within the students.
3. Support students development liaising with Heads of Year and Heads of Department, the pastoral team, other external agencies and parents as required.
4. Work alongside the Deputy and Assistant Headteacher and Progress Leaders to successfully support students back into lessons.
5. Collaborate and develop positive relationships with local community and stakeholders to support student progression and development.
6. Facilitate achieving school and wider Trust objectives and improvement initiatives related to student behaviour and attendance and support the school and Trust policies in terms of behaviour, teaching learning, assessment, homework and behaviour management.
7. Identify and report safeguarding and child protection concerns following the procedure outlined in the School's Safeguarding Policy.
8. Ensure accurate recording of behavioural events, both positive and negative, on the school's management information system.
9. Support staff with understanding effective behaviour strategies, to support students in school. This will involve regular liaison with all relevant staff.
10. Engage with the students to secure positive family support and involvement with the tutor programme
11. Undertake training, attend INSET days and carry out relevant CPD to further develop understanding of students' social, emotional and mental health (SEMH) needs and resulting behavioural difficulties.
12. To model the highest professional standards of courtesy, respect, humility, integrity and self-discipline.
13. The duties in this job profile should not be regarded as exclusive or exhaustive, and you may undertake a range of other duties appropriate to the salary grade and in line with your role's context.

Other duties: You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you including to understand and actively embrace the Trust's distinctive sensibility, the qualities, values and characteristics expected of everyone working for our Trust. The list of duties in this job profile should not be regarded as exclusive or exhaustive and require a flexible approach to work. Please note that, in consultation with you, the Trust reserves the right to update your job profile to reflect changes in, or to, your post.

All staff have a role in supporting the Trust's People Strategy.

Inclusivity: The Trust believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. The Trust is committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the Trust has a number of policies that you should ensure you are familiar with and compliant to. All policies are available on the Trust's portal. Any breaches may lead to termination of employment. Health and Safety Take responsibility for

ensuring that workplace responsibilities within the Trust are carried out with full regard to, and in support of, the Trust's Health and Safety policies. This will include ensuring Health and Safety priorities reflect a post-COVID-19 period. This might include acting as Health and Safety Co-ordinator, Fire Warden, Risk Assessor, First Aider or other Health and Safety Representative.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.

Safeguarding children and Safer Recruitment

- Have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and BDMAT, in line with national requirements.
- Ensure that all academy policies and procedures are followed by all team members

As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description as required.

Person Specification:

Category	Essential	Desirable
1. Christian ethos	<ul style="list-style-type: none"> • To actively support and develop the school and Trust's Christian ethos 	<ul style="list-style-type: none"> • Experience of working in a secondary Church of England school • To be a practicing Christian
2. Qualifications	<ul style="list-style-type: none"> • QTS 	<ul style="list-style-type: none"> • Qualifications relevant to this role



<p>3. Experience</p>	<ul style="list-style-type: none"> • Experience of working / supporting with children or young adults. • Experience of liaising with external agencies and professionals, such as psychologists and therapists. • Experience of supporting in the delivery of specialist interventions and taking the lead where appropriate. • Experience of managing others including holding others to account. • Experience of leading an initiative that has impacted positively on others. 	<ul style="list-style-type: none"> • Experience of working with CPOMS • Experience of working in a school • Detailed understanding of the principles with regard to Safeguarding of Children.
<p>4. Professional learning</p>	<ul style="list-style-type: none"> • Ability to identify own learning needs and 	<ul style="list-style-type: none"> • Experience of working with other
	<p>to support others in identifying their learning needs</p>	<p>schools / organisations / agencies</p> <ul style="list-style-type: none"> • Knowledge of the Free School and Academy education context.



<p>5. Knowledge and understanding</p>	<ul style="list-style-type: none"> • The ability to develop a philosophy of high aspirations and expectations for every student, giving cognisance to SEND, equal opportunities, diversity, ethos and student management. • The ability to reason with defiance and implement a structure to resolve this. 	
<p>6. Skills and personal attributes</p>	<ul style="list-style-type: none"> • Ability to manage own workload with limited supervision. • Excellent time management and organisation skills. • Ability to develop effective relationships with students, families and external agencies • Demonstrable knowledge of approaches to working with students with SEMH needs • Ability to assess the SEMH needs of students and develop strategic plans to facilitate development and progress • Ability to work as part of a team • Ability to help raise attainment of young people 	



	<ul style="list-style-type: none"> • Ability to deal with challenging situations • Ability to work using own initiative • Ability to keep detailed and accurate records • Flexible attitude/approach 	
7. Other	<ul style="list-style-type: none"> • Knowledge of the regulations around safeguarding and how to address issues that might arise • Understanding of relevant equal opportunities, health and safety and safeguarding guidance and legislation and with commitment to keeping up to date with legislative changes affecting schools 	