



Isebrook School

where the impossible becomes possible

JOB DESCRIPTION

CONNECTED PROVISION COORDINATOR

Name:	Starting Date:
Salary Grade: Up to NJC Grade J (up to £32,878) Dependent upon qualifications and experience	Status of Post: Permanent – Full-time
Responsible to: Assistant Head Teacher through to Head Teacher	Review Date: In line with cycle of appraisal / performance management
Responsible for: Development, Co-ordination, delivery and monitoring of the Connected Provision	Hours: 37 hours per week, 52 weeks per year

This job description may be amended at any time, following consultation between the Head Teacher and member of staff and will be reviewed annually. Priorities for the year will be negotiated and highlighted.

Across our trust, we are committed to supporting the mental health and wellbeing of all; including staff, students and families. We know that everyone experiences life challenges that can make us vulnerable and at times, anyone may need additional emotional support. We take the view that positive mental health is everybody's responsibility.

Core purpose

- To lead on the development and growth of Isebrook's Connected Provision, under the direction of the Assistant Head Teachers.
- To develop and coordinate the delivery of an effective, purposeful connected provision for students who especially, but not exclusively, demonstrate difficulties in accessing the main school curriculum at Isebrook.
- To provide operational coordination for the Connected Provision and develop opportunities for students to ensure their EHCP outcomes are met.



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Main duties and responsibilities:

Coordination of connected provision

- Work with key staff, within the Connected Provision and Isebrook School, to deliver the highest quality of inclusive alternative educational provision to meet the diverse needs of our students, within the allocated budget.
- Support and supervision for staff within the Connected Provision, with due regard to the mental health and wellbeing of all.
- Work with external providers, acting as main point of contact, to ensure that any off-site provision is of a high standard and is monitored in line with statutory requirements.
- Work directly with students within the Connected Provision (all of whom present with difficulties with cognition & learning, and their social emotional and mental health) in a variety of settings, including: one to one, small group and in class support as well as in offsite activities -this will include planned provision as well as responding efficiently to situations that may arise on a daily basis.
- Work with students, staff and parents/carers to promote positive attitudes to learning.
- To manage and co-ordinate the relevant Behaviour & Attendance Monitoring Systems.
- To implement restorative programmes or support packages as required preventing the recurrence of behaviour.
- To identify possible qualification routes and appropriate accreditations which recognise the achievements of identified students and support students in working towards these where necessary
- To lead and participate in various recreational, educational and social activities and to accompany students off-site for scheduled activities, risk assessing where necessary:
 - Investigate respite opportunities to develop social communication and leisure skills
 - Participate in the extended school day by supporting / leading activities
 - Co-ordinate non-term time activity.

Connected Provision development and evaluation

- Working with the school leadership team to lead the development a range of in-house vocational activities.
- Work in collaboration with the leadership team, and the Pastoral & Welfare Support team, to lead the delivery of the strategic plan for the Connected Provision.
- Develop links with off-site providers and other agencies in support of the students and the development of the Connected Provision.
- Develop a range of strategies and support networks to help manage and improve student behaviour and attitudes to learning.
- Contribute to target setting, tracking and monitoring of students' behaviour/attitude to learning and work with staff to set targets and monitor progress.
- Liaise with appropriate external agencies to provide additional student support.



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Child Protection and Safeguarding

- To be a deputy DSL for the Connected Provision and work alongside the Pastoral & Welfare Support team at Isebrook.
- To be the first contact at the Connected Provision in relation to child protection and safeguarding issues.
- To lead on safeguarding meetings for students in the Connected Provision, working alongside the Pastoral & Welfare Team and facilitate access to specialist support services for learners. This includes monitoring the effectiveness of interventions.

Monitoring, assessment, recording, reporting and accountability

- To use school systems to monitor activities and assess the impact of the connected provision on learning and engagement as part of the school curriculum.
- Work with colleagues in providing constructive feedback and setting targets for future progress.
- Provide information for reports on individual progress of students to the teacher, other colleagues and parents as required.

Knowledge and Understanding

- Have knowledge of, and keep up-to-date with, the developments in area of expertise
- Understand how students; learning is affected by their physical, intellectual, emotional, and social development
- Select and make good use of ICT skills.
- To carry out any other duties which fall within the broad spirit, scope and purpose of this job description.

Providing Personal and Welfare Care

- Provide pastoral and behavioural support when appropriate and assist in the supervision of students to ensure the schools' health and safety procedures are maintained
- Deal promptly with conflict using a range of communication techniques, encouraging students to take responsibility for their own behaviour and promoting independence
- Carry out any medical procedures in accordance with protocols including administration of medicines
- Care for a sick or injured child, accompanying them to hospital and remaining with them until a parent/carer arrives to ensure continuity of care
- To provide First Aid as and when required, after undertaking necessary training

Supporting Students in the Learning Environment

- To help colleagues in managing risk by supporting assessment of benefits versus risk for activities and acting as the Connected Provision's Educational Visit Coordinator.



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Dealing with behaviour issues

- Use awareness of behaviour management and communication strategies as necessary to actively diffuse/deal with disruption of student learning.
- Where required and suitably trained use appropriate physical intervention techniques in accordance with policy and procedure.

Health & Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.

Support for the school

- Be aware of and comply with the Staff Code of Conduct, policies and procedures relating to child protection and safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Establish and maintain effective working relationships with professional colleagues and parents.
- Participate as required in meetings with professional colleagues and parents in respect of duties and responsibilities of the post.
- Be aware of the need to take responsibility for own professional development and to participate in the Appraisal procedures of the school.
- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work.

As this is a new provision and role, in the interests of effective working, the major tasks may be reviewed from time to time to reflect the needs and circumstances as they develop. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Signed.....Post holder Date.....

Signed..... Headteacher Date.....