



JOB DESCRIPTION

JOB TITLE: Alternative Provision School Manager

Purpose:	Chosen Hill “CHOICE” is integral to the pastoral wellbeing of our students and upholding the behaviour policy of our school. The successful candidate will be responsible for leading the effective day-to-day operations of the Alternative Provision School. The successful candidate must be a motivated and supportive individual that will act as a positive role model for our student body.
Reporting to:	Deputy Headteacher, Senior Progress Coordinator – Transition & APS
Responsible for:	Alternative Provision School (APS)
Liaising with:	Senior Progress Coordinators, Pastoral Leaders, Student Support Staff, SLT
Working Time:	Full Time – 8.30am to 4.30pm Term time plus 3 weeks
Salary/Grade:	Grade 7, points 20-25
Disclosure level	Enhanced

MAIN (CORE) DUTIES	
Key Duties	<ul style="list-style-type: none"> • To lead and manage an area of the school delivering a personalised curriculum for students who may refuse school due to a range of barriers to learning and those whose SEMH needs supports a short or long term placement. • To promote and secure the commissioning of alternative provision places for students. • To liaise with a range of stakeholders to manage the transition of students from mainstream or with persistent absenteeism into the APS • To lead a safe, orderly and calm environment creating a culture of high expectations with a focus on securing positive outcomes for vulnerable students.



	<ul style="list-style-type: none"> • Promote and adopt a restorative approach to behaviour management. • Leading on the provision alongside teachers and other colleagues within alternative provision to address the needs of pupils who need support outside the traditions of a classroom to overcome barriers of learning to raise their aspirations and achieve their full potential. • To support teachers from English Maths and Science teaching in the APS • To coach small groups of vulnerable students with both GCSEs and alternative accreditation schemes such as enrichment • Recording, reporting and tracking student progress from baseline data, monitoring their behaviour and keeping detailed electronic records • To provide a range of information, advice and guidance to support and enable students, tailored to their specific needs, to make choices about their own learning and behaviour. • Ensure regular and effective communication and support for parents.
<p>Operational</p>	<ul style="list-style-type: none"> • Manage all matters relating to progress, wellbeing, attendance and punctuality for those in APS including maintaining registers and associated interventions. • To undertake screening of incoming alternative provision referrals and lead subsequent interviews and reviews. • To reward and celebrate achievement of students in APS both formally and informally. • Undertake risk assessment relating to individual students and their needs. • Provide cover for any absent colleagues as and when required. • Be a visible presence within the APS. • Plan and deliver both behaviour and nurture sessions to support individual students. • Carry out home visits as and when required. • Ensure the days are well planned for each individual to suit their needs. • Compile and write professional reports on students as requested by your line manager. • Attend meetings relating to each individual or at the request of your line manager. • Adhere to safeguarding procedures and take a lead role within early help the graduated pathway and action planning. • Maintain upkeep of the provision with engaging displays and materials. • Ensure that relevant school policies are understood and implemented. • Liaise as required with your line manager regarding achievements of the APS and plans for development.
<p>Staffing</p>	<ul style="list-style-type: none"> • To take part in the school's staff development programme by participating in arrangements for further training and professional development. • To continue personal development in the relevant areas including subject knowledge and teaching methods. • To engage actively in the Appraisal Review process. • To ensure the effective/efficient deployment of classroom support • To work as a member of a designated team and to contribute positively to effective working relations within the school.
<p>Quality Assurance:</p>	<ul style="list-style-type: none"> • To prepare for quality assurance visits including 'health checks', observations and book scrutiny.



	<ul style="list-style-type: none"> To liaise with the facilities and operations manager to ensure the APS is compliant with health and safety standards. Provide relevant information relating to student performance. Ensure the behaviour management system is implemented and effective learning can take place. Evaluate the impact of all improvement activities and to report on the outcomes.
Management Information:	<ul style="list-style-type: none"> To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMS, EduKey, registers, etc. To complete the relevant documentation to assist in the tracking of students. To track student progress and use information to inform teaching and learning.
Communications:	<ul style="list-style-type: none"> To communicate effectively with the parents of students as appropriate. Where appropriate, to communicate and co-operate with persons or bodies outside the school. To follow agreed policies for communications in the school.
Marketing and Liaison:	<ul style="list-style-type: none"> To take part in marketing and liaison activities such as Open Evenings Parents Evenings, Review days and liaison events with partner schools. To contribute to the development of effective subject links with external agencies.
Management of Resources:	<ul style="list-style-type: none"> To contribute to the process of the ordering and allocation of equipment and materials. To assist the APS to identify resource needs and to contribute to the efficient/effective use of physical resources. To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students.
<p>Other Specific Duties:</p> <ul style="list-style-type: none"> To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. To support the school in meeting its legal requirements for worship. To promote actively the school's corporate policies. To continue personal development as agreed. To comply with the school's Health and safety policy and undertake risk assessments as appropriate. To undertake any other duty as specified by Senior Progress Coordinator not mentioned in the above. <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p>	
Essential Skills & Qualification	<ul style="list-style-type: none"> Experience of working with children and young people in an educational setting; Experience of working with children and young people to support them in overcoming barriers to their personal, social or learning development; Experience of making assessments of children and young people to identify their individual needs;



	<ul style="list-style-type: none"> • Experience of alternative curriculums or accreditation schemes; • Desirable experience of managing a small provision or support base; • Creative skills to develop a range of different options and alternatives that will support children and young people to engage in the learning process; • Knowledge and understanding of the range of barriers to learning and attending school faced by children and young people you are likely to work with; • Knowledge of how these barriers can be overcome or mitigated to reduce their impact on children and young people; • Knowledge of support mechanisms from external agencies for example Early Help, Graduated Pathway; • Ability to motivate and engage young people to address the difficulties they are experiencing at home/school that affect their ability/willingness to learn; • Listening skills to support children, young people and their families through understanding their point of view in a non-judgemental approach; • Coaching and counselling skills and/or attributes; • An understanding and willingness to engage in restorative practices; • Be able to use own initiative and make appropriate decisions; • Experience of undertaking clerical and administrative tasks as part of record keeping; • Knowledge and understanding of data protection and confidentiality issues; • Confident user of ICT. Must be numerate, literate and well organised; • Evidence of Continuous Professional Development.
<p>Essential personal attributes</p>	<ul style="list-style-type: none"> • Good planning and organisational skills and a flexible approach to the management of work; • Excellent communication skills both written and oral and the ability to communicate effectively with staff and students; • Ability to prioritise own workload; • Ability to work as part of a team and on own initiative and with resilience; • Self-motivating with the ability to multi-task; • Good interpersonal skills, and the ability to enthuse and motivate others working with people at all levels; • Flexible and adaptable.
<p>Practical Skills</p>	<ul style="list-style-type: none"> • To carry out administrative tasks associated with all of the above duties; • Ability to communicate with young people, both individually and in a group setting; • Able to build constructive relationships with parents and carers; • Able to develop and maintain close links and work effectively with staff both within and beyond the school; • Able to gather information and produce reports; • Good planning and organisational skills and a flexible approach to the management of work; • Excellent communication skills both written and oral and the ability to communicate effectively with staff and students; • Ability to assess the needs of young people and their families and to work with other agencies for support; • Problem solving.
<ul style="list-style-type: none"> • Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. 	



- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

HEALTH AND SAFETY

To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger the postholder or others; to report to the line manager, or person in authority any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.

Chosen Hill School operates a No Smoking policy.

SPECIAL CONDITIONS

This job description sets out the duties of the post at the date when it was drawn up, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title. Chosen Hill School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All positions are subject to an enhanced DBS check as standard practice.

VERIFICATION

I agree that this job description conveys an accurate description of this job.

Agreed : _____ (Postholder) **Date:** _____

Agreed : _____ (Line Manager) **Date :** _____

Agreed : _____ (Assistant Head, Resources) **Date :** _____