



JOB TITLE: Alternative Provision Co-ordinator

REPORTS TO: Assistant Headteacher

BAND: SO2 / UQU / Main Scale Teacher

JOB PURPOSE

To work under the direction and supervision of the Assistant Headteacher responsible for Alternative provision, to coordinate the provision for, and oversee the progress of, identified students. To provide support for individual students and groups of students as directed to remove barriers to learning, enable good progress and create/maintain positive family relations.

KEY CORPORATE ACCOUNTABILITIES

- Commitment to the Trust's Vision and Values.
- To maintain awareness of and commitment to the Trust's Equality and Diversity in Employment Policy in relation to both employment and service delivery and to observe the standard of conduct which prevents discrimination taking place.
- To comply with all Trust policies including Code of Conduct, Safeguarding Policy and E-Safety Policy.
- To fully comply with the Health and Safety at Work Act 1974 etc, the Trust's Health and Safety Policy and all locally agreed safe methods of work.
- At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described.
- To work with colleagues to achieve service plan objectives and targets.
- To participate in the Performance Management Procedure and contribute to the identification of own team development needs.

PRINCIPAL ACCOUNTABILITIES

- Undertake appropriate planning, preparation, tracking and delivery of programmes for individuals and groups. This would include short term reintegration and safety programmes.
- Assess the development, progress and attainment of students within the school, and develop then implement action plans to support improvement.
- Report on the development, progress and attainment of students to the Assistant Headteacher and appropriate external agencies/bodies as appropriate.
- Work with identified individual students and/or small groups of students who have become disaffected and support them by removing barriers to achievement.
- Oversee the behaviour and attendance of pupils working, and develop then implement action plans to support continual improvement under the direction of the Assistant Headteacher.

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- To lead and/ or support students on the co-curricular provision, for example: Duke of Edinburgh Awards programme.
- To plan and lead enrichments activities in conjunction with the Work Related Learning (WRL) co-ordinator.
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work with teachers on lesson planning, evaluating and adjusting lessons/work plans for individuals and/or groups as appropriate.
- Liaise with Curriculum Leaders to deliver programmes of learning to hard to reach students.
- Provide objective and accurate feedback and reports to professionals, as required, on student achievement, progress and other matters.
- Utilise ICT in learning activities and develop students' competence and independence in its use.
- Assist with the supervision of students outside of lesson times, including before and after school and during lunchtime.
- Participate in personal and professional development activities to meet the changing demands of the job, and encourage and support other staff in their development and training.
- Attend and participate in relevant meetings as required.
- To support targeted pupils as identified by Assistant Headteacher through mentoring, in class support, intervention groups, tracking and family liaison.
- To record and report on progress made with target students.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

I confirm that I have read and understood, and that I accept, the above job description:

Signature : Date: Name in full

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Degree or relevant professional qualification/experience in Education or relevant subject area Experience of working in an organisation supporting vulnerable/challenging young people. Experience of working within an alternative provision setting e.g. PRU, ELC.
	Knowledge of relevant policies and procedures	Being aware of and working with the School's policies in relation to inclusion, Child Protection and physical contact with pupils
	Literacy	NVQ level 4 or equivalent in English.
	Numeracy	NVQ level 4 or equivalent in Maths.
	Technology	Strong ICT skills including MS Office suite
Communication	Written	Proven experience of completing detailed and complex reports, forms, e-mails and letters
	Languages	Overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively with adults and children
	Verbal	Effective at exchanging verbal information clearly and sensitively
Working with children	Behaviour Management	Ability to demonstrate effective implementation of the school's behaviour management policy
	SEN	Encourage the inclusion of pupils with emotional and/or behavioural difficulties in a mainstream setting
	Curriculum	Detailed understanding of the school curriculum
	Child Development	Detailed understanding of child development Ability to assess progress and performance and recommend appropriate strategies to support development
	Health & Well being	Understand and support the importance of physical and emotional wellbeing

Working with others	Working with partners	Participate in the evaluation and review of the agreed support in conjunction with other behaviour support/school staff Ability to make a proactive contribution to the work of the team supporting children, their families and carers Ability to work with parents and carers to improve support for children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with a range of adults Influences the attitudes and opinions of others according to an agreed plan, gaining their agreement through persuasion to ideas, proposals and courses of action
	Information	Contribute to the development and implementation of effective systems to share and safeguard information
Responsibilities	Organisational skills	Excellent organisational skills Ability to work accurately with attention to detail Ability to remain calm under pressure
	Line Management	To support the induction, mentoring and supervision for applicable staff. Ability to manage and support the work of others
	Time Management	Proven ability to manage own time effectively with competing demands of the job role
	Creativity	Proven ability to come up with creative solutions to complex situations which comply with statutory or procedural requirements
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Good understanding of and commitment to child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance



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