

Job Description: Alternative Provision Manager

Reporting to:	Vice Principal
Location:	Hastings
Contract:	Permanent
Working Pattern:	Full Time, Term Time
Salary:	Ark Support Scale 9: Pay Points 31 – 35, £28,503 - £31,715 per annum (pro rata)

Qualifications

- Must have GCSE English and Maths, or equivalent

The Role

- To develop, co-ordinate, deliver and quality assure a programme of on-site provision for a targeted group of vulnerable students at KS3 and KS4.
- To work with students, parents/carers, Academy staff and outside agencies to ensure the attendance and progress of students in the Alternative Provision Programme.
- To address barriers to learning for a targeted group of individual students in order to enable them to achieve their full potential within the Alternative Provision Programme

Key Responsibilities

Management of all aspects of the day-to-day operation of the Alternative Provision Programme to include:

- Ensure the referral process for the Alternative Provision Programme is managed effectively
- Co-ordination of all staff allocated to the programme.
- Organisation of an effective group/individual teaching/learning programme.
- The monitoring of progress of all students in Alternative Provision Programme.
- Liaison with and quality assurance of outside support/work experience placements.
- Organisation and liaison with Parents/Carers.
- Organisation and co-ordination of multi- agency support where necessary
- Ensure that feedback to staff is comprehensive on the progress of all students in the Alternative Provision Programme

Duties

- Support the Academy's ethos at all times and liaise closely with the Vice Principal and Pastoral Team to support and parents/carers, school staff and community and statutory teams and agencies, as appropriate.
- Provide high quality leadership and management of the Alternative Provision Programme.
- Co-ordinate all aspects relating to the operational management of Alternative Provision Programme.
- Implement quality assurance procedures e.g. pupil voice, parent/carer feedback, regular reports to SLT of progress of all students within the provision.
- Effectively manage the behaviour of vulnerable students in order to prevent exclusion and disaffection from mainstream provision within the Alternative Provision Programme.
- Compile all necessary monitoring reports for SLT and to ensure the effective transfer of data between the provision and our local schools or education providers.

- Liaise closely and collaborating with external agencies and staff in the delivery of support programmes.
- Ensure that record keeping in relation to individual casework and team activities is maintained to the required standard and statistical data is readily available for monitoring and evaluation purposes.
- Chairing, attending and contributing to Pastoral Support Plan Meetings and Team Around the Child meetings as appropriate.
- Maintain regular contact with parents / carers, through letters, telephone calls and meetings; providing information about any support for students' learning offered within the provision.
- Manage the transition and reintegration (where appropriate) for all students within the Alternative Provision.

This job description will form the basis for the assessment of the performance of the Alternative Provision.

Other

- First Aid
- Work with the Designated Safeguarding Lead and Deputy Designated Safeguarding Lead
- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark's data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required
- Support other school duties, invigilation and enrichment.

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.