

JOB DESCRIPTION

Post title:	Alternative Provision Coordinator
Academy:	Excelsior Academy
Reporting to:	Vice Principal (Pastoral)
Salary/Pay range:	£25,000 (full time equivalent), £23,365 (actual salary)
Hours of work:	37 hours per week, term time + 15 days

Purpose of Job

- Coordinating the delivery of effective, purposeful alternative provision for pupils who; especially, but not exclusively, demonstrate difficulties in accessing the mainstream curriculum at Excelsior Academy
- Working in school as part of the Welfare team to support pupils and teachers
- Ensuring all pupils have the opportunity to access high quality Teaching and Learning provision in the Academy or beyond

Main Duties and Responsibilities

Alternative Education Coordination

- Work with key staff to deliver the highest quality of inclusive alternative educational provision to meet the diverse needs of our pupils
- Work with external providers to ensure that any off-site AP is of a high enough standard and is monitored in line with Ofsted standards
- Develop links with off-site providers and other agencies in support of the pupils and in support of the AP development
- Work directly with pupils, including those with poor or challenging behaviour 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
- Provide coaching/mentoring support in accordance with the Academy's procedures, to those pupils assigned for this purpose
- Work with pupils, staff and parents/carers to promote positive attitudes to learning

Alternative Provision development and evaluation

- Work cohesively with allocated school welfare team, Heads of House, Vice Principal and Principal to deliver the strategic plan for AP
- Develop a range of strategies and support networks to help manage and improve pupil behaviour and attitudes to learning
- Contribute to Academy target setting, tracking and monitoring of pupils' behaviour/attitude to learning and work with staff to set targets and monitor progress
- Liaise with appropriate external agencies to provide additional pupil support

Other Duties

- Any other duties as may reasonably be requested by the School Principal. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

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.

Safeguarding

- Be aware and familiar with Academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2019 where required.