



Job Description – Alternative Provision (Flexipod) Officer

Responsible to: Alternative Provision Lead

Job Purpose

To support and deliver successful outcomes for a group of students unable to access and/or attend the school's mainstream curriculum.

To promote and ensure engagement with school and the inclusion – academic and pastoral - of students for whom a partial alternative provision will support them remaining at DGS and being successful whilst doing so.

To provide additional support to the Safeguarding Team where needed.

Core Roles/Responsibilities

- Work alongside Alternative Provision Lead to identify students for whom additional support in the form of alternative provision (in the short or long term) is likely to improve outcomes
- Liaise with AHTs, Safeguarding Team and SENCo through ABC/RAP meetings as part of identification process and ongoing selection of students to ensure these student groups are prioritised for support
- Provide early intervention where possible for students where a SEMH SEND need may be identified in the future
- Support and supervise students sitting Internal Exclusions and provide opportunities for reflection and restorative measures
- Deliver 1:1 and group interventions to build student wellbeing and resilience
- Deliver support and intervention, and teach lessons to identified students where appropriate
- Support and reinforce whole school work around study skills/revision for applicable students
- Monitor, support and improve attendance levels of applicable students
- Support students during transition to and from alternative provisions and with identified work experience placements
- Provide input to professional meetings and collaborate with external agencies to support students to access provision where applicable
- Where students remain in mainstream lessons, liaise with curriculum subjects over resources, specifications and support needs for these subjects, and provide this support where necessary
- Support students consistently while recognising and responding to their individual needs
- Identify, provide and/or facilitate appropriate information and guidance in order to support applicable students in successfully accessing appropriate post-16 destinations
- Act as an academic and pastoral mentor to identified students

- Ensure students are celebrated and recognised for their achievements outside of the curriculum as they would be in mainstream subjects
- Monitor behavior logs and intervene/support as necessary
- Build professional relationships with relevant parents and carers so as to provide more effective support to students
- Deliver alternative curriculums and qualifications for relevant students (inc. functional and employability skills where appropriate)
- Regularly report to SLT on progress, engagement and successes of relevant students

Additional Roles/Responsibilities

- Provide support to the Safeguarding Team where required, including attending occasional meetings with external agencies.
- Attend relevant meetings and training sessions.
- Undertake first aid training and responsibilities as required.
- Keep up-to-date with developments and changes in requirements and regulations
- Comply with and assist in the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Carry out such other duties as reasonably requested by the Headteacher.

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