



## **The de Ferrers Trust**

Work **hard**, Be **kind**, Choose **wisely**

# **Job Description and Person Specification**

Post Title:	Alternative Provision Coordinator
Grade:	DFT Grade 6
Accountable to:	Vice Principal



## ROLE OVERVIEW:

To work with the support and guidance and faculty teams to raise standards of student behaviour and conduct throughout the school day, both in the classroom and outside the classroom, by engaging targeted students.

## KEY ACCOUNTABILITIES:

### MAIN DUTIES

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- To provide and coordinate a comprehensive Alternative Provision offer, which enables targeted intervention of students to support academy behaviour and attendance strategies
- To provide and deliver a range of effective alternative provision activities onsite
- To coordinate bespoke programmes for students to improve attendance, behaviour and engagement
- To ensure targeted students have access to effective careers advice and guidance
- To reduce risk of Permanent Exclusion
- To reduce cost and reliance on external Alternative provision.
- To reduce the risk of students becoming Not in education, employment or training post 16 (NEET)
- To support improving attendance through the use of alternative provision strategies
- To improve behaviour through alternative provision strategies
- To engage students in alternative provision to support engagement in the classroom
- To manage students displaying challenging behaviours
- To work with the alternative curriculum teaching team to provide additional alternative provision
- To quality assure off-site provision
- To use a range of strategies and techniques to de-escalate negative behaviour throughout the provision
- To have a visible presence around the academy
- To inspire success in all students and help raise the achievement and aspirations of all students
- To implement individual behaviour support plans for targeted students and ensure all stakeholders are informed
- To ensure excellent attendance at all alternative provision
- To coordinate onsite academic tutoring for targeted students

### SAFEGUARDING

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- Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, PREVENT and our safeguarding and child protection policies).
- Work with the Designated Safeguarding Lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

### CORPORATE RESPONSIBILITIES

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- Show support for and uphold our ethos, value, all policies and procedures.

- Promote high standards in attendance, punctuality and appearance adhering to Staff Code of Conduct.
- Act with professionalism, integrity at all times, promoting the Trust values.
- Comply with any reasonable request from a manager or Principal to undertake work of a similar level or commensurate with role and level of responsibility that is not specified in this job description.
- Comply with data protection legislation and follow the principles of GDPR.
- Promote a commitment to equal opportunities and anti-discriminatory practice adhering to the Trust Equal Opportunities Policy.
- Promote a work environment that protects people's health and safety and that promotes welfare, which is in accordance with the Trust Health and Safety Policy and legislation.

Note 1: The content of this job description will be reviewed with the post holder on an annual basis in line with the performance management cycle. Any significant change in level of accountability that could result in a change to the interim grade must be discussed with the post holder and representative where necessary.

## PERSON SPECIFICATIONS: ALTERNATIVE PROVISION CO-ORDINATOR

Education & Qualifications	Essential	Desirable
NVQ3, or equivalent in related area	✓	
First Aid		✓
Knowledge & Experience		
Knowledge of school curriculum, the age-related expectations of pupils, the main teaching methods and the testing/examination frameworks	✓	
Experience of planning, preparing and delivering lessons	✓	
Experience of working with/supervising pupils including knowledge of behavioural and learning difficulties	✓	
Understanding of statutory frameworks relevant to area of work	✓	
Skills & Abilities		
Ability to understand the aims, content, teaching strategies and intended outcomes for the lessons	✓	
Ability to use a range of strategies to establish a purposeful learning environment and to promote good behaviour.	✓	
Ability to promote and support the inclusion of all pupils in the learning activities in which they are involved.	✓	
Personal Attributes		
Displays sensitivity to pupils needs	✓	
Ability to maintain confidentiality	✓	
Ability to provide necessary personal care to children	✓	
Customer focussed.	✓	
Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.	✓	
Open, honest and an active listener.	✓	
Takes responsibility and accountability.	✓	
Demonstrates a 'can do' attitude including suggesting solutions, participating, trusting, and encouraging others and achieving expectations.	✓	
Committed to the needs of the pupils, parents and other stakeholders and challenge barriers to providing an effective service.	✓	
Is committed to the provision and improvement of quality of service provision.	✓	
Is adaptable to change/embraces and welcomes change.	✓	
Communicates effectively.	✓	
Committed to continuous personal development.	✓	
Commitment		

Committed to The de Ferrers Trust values and aims, acting as role model demonstrating professionalism and consistent high expectations at all times which supports the ethos of the Trust	✓	
Recognise and respect difference between individuals and play their part in making the Trust more inclusive, aware of and committed towards diversity and equal opportunities.	✓	
Committed to own continual professional development	✓	
<b>Other</b>		
Ability to travel to other Trust sites		✓
Is fluent in the use of the English language	✓	