**Job Description**

**Post Title: Alternative Provision Leader**

**Location: Arnold Hill Spencer Academy**

**Salary/Pay Range: Main Scale +TLR1A**

**Hours of work: Full Time, Permanent.**

**Reporting to: Vice Principal Behaviour/Attitudes and Safeguarding**

**Purpose of Role**

This role is central to our post Ofsted improvement planning requiring an experienced qualified teacher to provide leadership of our re-designed on-site AP. It will be a requirement to complete the SENCO qualification training.

This leadership role will provide leadership and direction within the on-site alternative provision and ensure staff are managed and organised to complement the aims of the academy. You will have responsibility securing high standards in learning and teaching in the on-site alternative provision as well as playing a major role in developing academy policy and practice. You are pivotal in supporting, guiding, motivating, improving the quality of educational provision and raising standards of achievement within the academy. You will help to set a climate for learning and create an ethos in which every child matters and is helped to be successful. You will promote innovation, and ensure teaching methods optimise student performance. There is a close link between the quality of teaching and student achievement and between the quality of leadership and the quality of teaching. Your leadership lies at the heart of academy improvement and will have a significant role in contributing to raising achievement.

**Nature and Scope**

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

**Main Duties and Responsibilities**

* To maximise student attainment and achievement within the on-site and external alternative provision and to monitor and support student progress.
* To be accountable for student progress and development within the on-site and external alternative provision.
* To develop and enhance the teaching and support practice of others.
* To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students in the on-site provision in accordance with the aims of the academy and the curricular policies determined by the Governing Body and Principal of the academy
* To be accountable for leading, managing and developing the curriculum.
* To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.
* A commitment to innovation, whole academy change, foster ambition and the desire to learn from good practice elsewhere
* Promote inclusion to ensure the provision provides successfully for those who find academy or learning difficult
* Co-ordinate with the pastoral and SEND teams to devise suitable programmes for identified students.
* Manage the day to day operational running of Ramsey House
* Develop strategies in partnership with academy staff and external agencies to promote learning through inclusion provision
* Be responsible for the area in and around and organisation and condition of Ramsey House to ensure a calm purposeful atmosphere
* Lead and line manage AP Tutors in Ramsey House
* Support staff training in restorative practice and behaviour management, ensuring positive restorative approaches are used while ensuring a calm response
* Support more difficult restorative conversations when required
* Work one to one with students and to work restoratively with students to prevent repeat incidents and exclusions. Identifying problem behaviours and setting targets for improvement with support
* Create and run intervention programmes to ensure students return smoothly and successfully to mainstream education
* Manage referrals into Ramsey House supported by VP
* Ensure appropriate learning is facilitated out in Ramsey House, liaising with other middle leaders and teaching staff to ensure work is suitable, appropriate progress is being made by students and feedback given
* Meet parents and lead on action plans where appropriate and as directed by Vice Principal
* Visit homes where appropriate and as directed by VP to conduct review meetings with parents where meetings in school are not possible or appropriate.
* Organisation of staffing, resources and work for students who attend Ramsey House, liaising with subject leaders and class teachers, mindful of students on exam courses and with coursework deadlines and milestones.
* Liaise with external AP providers and support students and families as appropriate
* Quality Assure AP providers on a regular basis in line with DfE guidance ensuring all safeguarding measures are fully in place
* Ensure before school and lunchtime rotas are up to date to help ensure the site is kept safe and runs smoothly
* Lead and monitor the accurate registering of students and recording of information of students in Ramsey House and monitor attendance of any students on offsite AP
* Produce weekly analytical and evaluative reports of Ramsey House data, including cohorts such as disadvantaged and SEND and maintaining comparisons to previous years
* Provide Pastoral Leaders and Subject Leaders with information to help them address persistent issues with students
* Ensure daily reports are produced for students and that these are monitored and followed up with staff if not completed or not of an appropriate quality
* Develop a close working relationship with the VP (Behaviour/Attitudes-safeguarding), Year Leaders, Assistant Year Leaders and Faculty Leaders, ensuring they are kept fully informed.
* Be part of the academy inclusion team, attending and contributing to these meetings on a regular basis including TAC meetings.
* Ensure regular liaison with the SENCO to ensure that the learning needs of all students attending Ramsey House are met.
* Ensure regular attendance at middle leader meetings to ensure that high quality communication between Ramsey House and other teams is maintained.

***Leadership and Management***

* To act as the operational leader of Ramsey House and co-ordinate the day to day management of the operational processes. To ensure the Academy’s high expectations of excellence are maintained and show the determination to know students well, ensure needs are met and identify and modify the causes of concerning behaviour to support reintegration to mainstream education where appropriate.
* Articulate a vision for the on-site and external alternative provision through the publication of a Team Improvement Plan and update annually in line with the academy self-review programme.
* Ensure that the team have a clear understanding of the vision, the strategic thinking and the plans for improvement
* Implement systems which seek student views about how the team can better support their learning and progress
* Monitor and evaluate the performance of the team including progress against the Academy Improvement Plan
* Lead on self-evaluation and reviewing the quality of teaching and learning within the Faculty including student attendance and behaviour
* Carry out an annual analysis of examination results and set targets
* Co-ordinate and lead regular team meetings to facilitate - within the context of the whole academy ethos of curriculum and pastoral provision – effective learning, challenge and progress throughout the subject
* Manage personnel, curriculum and teaching resources (in performance management, induction, appointments and promotions)
* Deploy personnel to ensure that leadership and management is sustained when a learning leader is not available
* Analyse statistics and evaluations as required conducting self-evaluation and contributing to the process of continuous improvement within the subject
* Promote and develop a creative, innovative and team working approach to learning
* Carry out self-evaluation in accordance with the academy policy

***Learning***

* Plan and update schemes of work, examination and academy policy requirements
* Identify and promote key skills within the range of subjects taught within the alternative provision and link this with other curriculum areas
* Develop the role of subject specific ICT throughout KS3 and KS4
* Liaise with industrial and community groups as appropriate
* To lead curriculum development for the whole faculty
* To keep up to date with national developments in the subject area and teaching practice and methodology
* To actively monitor and respond to curriculum development and initiatives at national, regional and local levels
* Promote inclusion to ensure the faculty provides successfully for those who find academy or learning difficult

***Assessment and Student Performance***

* Work closely with Heads of Faculties and Subjects e.g. advising on suitability of coursework assignments, confidential reports, etc.
* Update, implement and monitor the policies for Assessment and Target Setting in line with whole academy requirements
* Update and monitor policy and procedures for recording, rewarding and accrediting student learning and achievement in line with whole academy requirements
* Organise and evaluate the reporting to parents in line with whole academy requirements
* Lead and manage the policy of inclusive learning, ensuring that Individual Education Programmes and strategies are implemented in order to meet individual need.
* Ensure the academy and faculty policy on Assessment, Marking and Target Setting is put into practice

***Staffing and Resources***

* Manage the use of support staff and liaise with Inclusive Learning to ensure that materials are available and used effectively
* Monitor and implement the financial plan for the team
* Responsibility for the efficient use of delegated resources
* To work with the Vice Principal: Quality of Education to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
* To be responsible for the efficient and effective deployment of the Department's support staff.
* To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated department.
* To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the department.
* To participate in the interview process for teaching/support posts when required and to ensure effective induction of new staff in line with academy procedures.
* To promote teamwork and to motivate staff to ensure effective working relations.
* To participate in the academy’s ITT programme.
* To be responsible for the day-to-day management of staff within the designated department and act as a positive role model.

***Pastoral***

* To monitor and support the overall progress and development of students within the department.
* To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
* To contribute to SMSC according to academy policy.
* To ensure the Student Behaviour Management system is implemented in the department so that effective learning can take place.

***Whole Academy***

* Membership of Curriculum Leaders, participate in meetings and conferences to monitor, evaluate and develop whole academy issues
* Contribute to the celebration of the subject area through assemblies, newsletters, etc.
* Organise the Faculty’s contribution to the Open Evening including writing entries for the prospectus
* Ensure a strong sense of partnership and good communication with parents

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and parent/carers and to provide a welcoming environment to visitors and telephone callers.

The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal.

**General**

* Work in a professional manner and with integrity and maintain confidentiality of records and information.
* Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
* Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
* Participate in the Trust Professional Performance Review process and undertake professional development as required.
* Adhere to all internal and external deadlines.
* Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

Name

Signature

Date

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications and experience**  |
| Qualified Teacher Status |  |  |
| Degree Level Qualification + Secondary PGCE or QTS Qualification for the Secondary Phase |  |  |
| High academic achievement |  |  |
| Evidence of ongoing professional development |  |  |
| Willingness and desire to undertake further professional development and training |  |  |
| **Knowledge and skills** |
| Experience of planning and teaching Secondary Curriculum |  |  |
| Knowledge of recent initiatives and issues in education |  |  |
| Using ICT as a curriculum tool to improve standards |  |  |
| Experience of teaching to a high standard |  |  |
| The ability to promote good progress and outcomes by pupils |  |  |
| The ability to manage behaviour effectively to ensure a good and safe learning environment |  |  |
| The ability to demonstrate good subject and curriculum knowledge |  |  |
| An ability to make accurate and productive use of assessment |  |  |
| Having an extensive knowledge and well-informed understanding of a range of learning, teaching and behaviour management strategies |  |  |
| A creative and constructively criticalapproach towards innovation; being prepared to adapt their practice where benefits and improvements are identified |  |  |
| Positive values and attitudes and adopt high standards of behaviour in a professional role |  |  |
| A commitment to equal opportunities and inclusion |  |  |
| **Personal qualities** |
| Excellent interpersonal skills with the ability to maintain strict confidentiality |  |  |
| Initiative and ability to prioritise own work and that of others to meet deadlines |  |  |
| Efficient and meticulous in organisation |  |  |
| Able to follow direction and work in collaboration with the leadership team |  |  |
| Able to work flexibly, adopt a hands-on approach and respond to unplanned situations |  |  |
| Ability to evaluate own development needs and those of others and to address them |  |  |
| Commitment to the highest standards of child protection and safeguarding |  |  |
| Recognition of the importance of personal responsibility for health and safety |  |  |
| Commitment to the Trust’s ethos, aims and whole community. |  |  |