



Job Description

As well as the responsibilities set out below there may on occasion be reasonable requests for other duties not listed. These will always be within the scope of your role and capability.

Job Title	Appropriate Provision Hub Lead (Branch)	Location: Mangotsfield School	Hours	35
Reports to	Student Centre Lead -> Deputy Headteacher for Ethos	Line Manages: Education Support Assistant: Branch	Grade	8
Qualifications: Educated to level 3 (A Levels or equivalent). Degree level education is desirable. Substantial experience working with young people and leading a team.				
Role Profile				
<p>The postholder will lead the day-to-day operational running of the Appropriate Provision Base named "Branch". Whilst reporting and receiving strategic direction from the Deputy Headteacher, and support from the Student Centre Lead, the Branch Hub Lead will oversee and implement the strategic vision.</p> <p>The postholder will be expected to act as a role model to all students by upholding the school values, at all times promoting the safety and welfare of young people in accordance with CSET/School policies and procedures and any associated guidance.</p>				
Person Specification				
<p>We need an experienced, enthusiastic, proactive and resourceful person who is committed to securing high standards for all young people. You will be personable and approachable and be able to quickly build warm and effective relationships with students, and colleagues in school and across the Trust. You will execute your duties in a professional manner, modeling and setting high standards in all areas of school life, and implementing school policies with consistency. You will be a proactive member of the school demonstrating initiative and a can-do approach, as well as being adaptable so as to meet changing needs in your environment. You will be able to make decisions about appropriate responses to situations in relation to students/ staff/ parents and carers/ members of the public and members of external organisations in consultation with the Student Centre Lead and the Deputy Headteacher. You will be confident to work independently and proactively, to use initiative to anticipate requirements and to deal with situations as they arise. You will have an up to date knowledge of safeguarding and child protection legislation and the willingness to implement this in accordance with CSET wide and school policies.</p>				
Responsibilities				



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Branch Specific Responsibilities:

- Lead the day to day operational running of Branch, a provision to support emotionally vulnerable students with challenging behaviour or attendance needs.
- Deliver an effective and relevant educational provision for students who are at risk of NEET , ensuring effective integration and progress.
- Lead and coordinate individual student timetables to include core subjects, mentoring and/or option subjects where appropriate. This might also include students on flexible/reduced timetables.
- Effectively line manage the Branch ESA to support both the learning and mentoring required.
- Taking overall responsibility for ensuring the systematic review of these timetables, linked to a review of student progress and attendance.
- With other staff from the school, coordinate effective WEX for students at Branch
- With other colleagues, ensure that appropriate risk assessments are completed, followed and updated linked to WEX
- Coordinate effective services focusing on the management of attendance through collaboration with other support staff in the school (Onboarding ESA, Family Support Worker etc).
- Coordinate effective services focusing on the management of behaviour through collaboration with other support staff in the school (SEMH ESA, student mentor) and external agencies where necessary
- Lead the implementation of the school behaviour policy within Branch, including devising appropriate rewards for progress
- Ensure that any interventions are relevant and effective through systematic review and measurement.
- Ensure good communication between the provision, the school and parents
- Liaise with heads of department and heads of house to ensure clarity around progress
- Take overall responsibility for the quality of the learning environment
- Ensure that all communication/records, including electronic records are kept and shared in compliance with GDPR
- Hold regular meetings with the team to ensure smooth communication

Hub Lead Responsibilities

- Deliver training and sharing of best practice for your own team and to other school staff.
- To help students develop resilience and independence – forming positive relationships with staff and peers.
- Assess the needs of students and use detailed knowledge and specialist skills to support students' learning.
- Establish productive working relationships with students, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all students within the classroom
- Support students consistently whilst recognising and responding to their individual needs

- Encourage students to interact and work cooperatively with others and engage all students in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to students in relation to progress and achievement in interventions
- Assist with the planning of learning activities to ensure maximum inclusion.
- Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting students
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others

