

Assistant Enhanced Provision Coordinator

Operational Staff Job Description 2023

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| **Name:** |  |
| **Job Role:** | Assistant Enhanced Provision Coordinator |
| **Contract:** | Term Time Only – 32.5 hours per week |
| **Grade:** | NJC Grade 4 (Points 8-14) |
| **Line Manager:** |  |
| **About the School** | We are a successful 11-19 stand-alone academy where our school community benefits from excellent facilities in our modern and purpose-built school. We are looking for candidates who share our commitment and determination to providing a learning environment that enables all young people to thrive.  Our most recent OFSTED inspection (May 2018) saw the academy judged as ‘Good’ with many outstanding features. |
| **Principal Accountabilities:** | The below will predominantly apply in relation to the Enhanced Provision at our Idle Valley site, although there may be some work required on our main site:   * To assist on all aspects of the management of student behaviour * Implement and monitor the Academy Behaviour Policy * Working with students who are unable to access mainstream education * Supporting students and staff with reintegration into mainstream education * Working on students learning, social habits and wellbeing – either 1:1 or as small groups * Delivery of intervention programmes * Coordinating short term and longer term provision * Be a mentor and personal adviser to students * Liaise with the Vice Principal and Enhanced Provision Coordinator to devise, operate, monitor and evaluate behaviour systems * Participate in and lead on active classroom duties * Lead of curriculum delivery for the Academy’s Enhanced Provision * Lead on the delivery of Fundamental Skills and ASDAN * Manage and administer the sanction and detention system as required * Keep parents/carers informed of their child’s behaviour and build positive relationships with parents/carers * Maintain files and data used within the behaviour administration systems * Produce reports, documents and correspondence, including confidential material for the SLT for behaviour management meetings and exclusions. * Manage attendance and associated strategies for our Enhanced Provision * Liaise with staff and external bodies as appropriate, including but not limited to the Wildlife Trust, Outdoor Education and DofE Coordinators. |
| **The post holder will also:** | * Establish constructive relationships with parents/carers exchanging information, facilitating support for their child’s attendance, behaviour and learning * Reward good behaviour and challenge/take action on poor behaviour * Provide training and/or induction for staff on behaviour management and Enhanced Provision * Support teaching / support staff maintaining discipline & following up incidents. * Support the Vice Principal and Enhanced Provision Coordinator in coordinating assessments, for students with emotional and behavioural needs in accordance with the SEN Code of Practice * Decide on the best course of action on behaviour incidents, referring to the SLT if required * Maintain a high degree of confidentiality and professionalism with regards to student issues * Collate all supporting material and documentation required for reintegration and exclusion meetings. |
| **Key Organisational Objectives:** | The post holder will contribute to the Academy’s objectives in service delivery by:   * Ensuring that an enterprising approach is adopted by all across the Academy * Promoting the Academy ethos in which the highest achievements are expected from all members of the Academy community * Following Health and Safety requirements and initiatives as directed * Ensuring compliance with Data Protection legislation * At all times operating within the Academy’s policies. * Commitment and contribution to improving standards for students as appropriate * Contributing to the maintenance of a caring and stimulating environment for young people * At all times adhering to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the Academy |
| **Special Conditions of Service:** | Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.  This post allows substantial access to children; candidates are required to comply with Academy procedures in relation to DBS checks. If candidates are successful in their application prior to taking up post, they will be required to apply for and obtain, an enhanced DBS certificate. |
| **Equal Opportunities:** | The post holder will be expected to carry out all duties in the context of and in compliance with the Academy’s Equal Opportunities Policies. |

***Please note that this job profile is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Learning Mentor will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Line Manager, SLT or Principal.***

***This job description does not form part of the Contract of Employment.***

Signature of Post holder: …………………………………….

Date of Issue: ....................................

**PERSON SPECIFICATION**

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| **Qualifications** | **Essential** | **Desirable** |
| Educated to Degree level or equivalent |  | 🗸 |
| **Experience and IT Skills** |  |  |
| Experience of using Microsoft Office Suite | 🗸 |  |
| Word processing and typing skills | 🗸 |  |
| Knowledge of databases | 🗸 | 🗸 |
| Experience of using Email and Internet | 🗸 |  |
| Experience of using Microsoft Outlook | 🗸 |  |
| Experience of using Arbor or a similar database | 🗸 |  |
| Experience of working with students of all abilities | 🗸 |  |
| Liaising with parents, external agencies etc. | 🗸 |  |
| Experience of setting up and running a range of admin. systems | 🗸 |  |
| Experience of delivering a mentoring service and intervention programme |  | 🗸 |
| Managing and implementing recording systems |  | 🗸 |
| Multi agency working |  | 🗸 |
| Developing bank of resources |  | 🗸 |
| **Skills** |  |  |
| Must be well organised | 🗸 |  |
| Must be well presented | 🗸 |  |
| Excellent communication skills in writing and orally at all levels | 🗸 |  |
| Ability to work under pressure while maintaining a positive, professional attitude | 🗸 |  |
| Ability to work as part of a team | 🗸 |  |
| Ability to communicate effectively with staff, students, parents, agencies, statutory bodies etc and maintain good working relationships | 🗸 |  |
| Ability to organise and prioritise workload and work on own initiative | 🗸 |  |
| Ability to accurately input information on a database | 🗸 |  |
| Flexible and willing to contribute to the success of the team | 🗸 |  |
| Understanding of the Every Child Matters agenda |  | 🗸 |
| **Administrative** |  |  |
| Experience of setting up, maintaining and developing administrative systems | 🗸 |  |
| Problem solving | 🗸 |  |
| Attention to detail as in communication and planning | 🗸 |  |
| **Relations** |  |  |
| Have excellent interpersonal skills and be able to communicate effectively | 🗸 |  |
| Ability to develop god relations with staff, students and the wider Academy community |  |  |
| Ability to motivate | 🗸 |  |
| Ability to build good relationships at all levels |  |  |
| Ability to train and develop staff | 🗸 |  |
| Ability to work some evenings, such as Parents Evenings | 🗸 |  |
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