



## Job Description

<b>Title</b>	Behaviour Support and Alternative Provision Manager	<b>School/Department</b>	Maiden Erlegh School
<b>Grade</b>	Grade 5, SP12 - 17	<b>Reports to</b>	Deputy Head - Inclusion
<b>Job evaluation code</b>	MES053	<b>Date of evaluation</b>	March 2023
<b>Purpose</b>	<ul style="list-style-type: none"> <li>To support positive student conduct around the school through our behaviour systems including "On Patrol" and delivering behaviour interventions to students.</li> <li>To analyse data within the behaviour management systems and provide regular reports to teaching and pastoral staff in respect of behaviour.</li> <li>To support the supervision of students during break and lunch times.</li> <li>To support the supervision of the Reflection Room.</li> <li>To manage the Alternative Provision organised by the school.</li> </ul>		
<b>Key Accountabilities</b>	To assist with and promote key behaviour management processes and procedures across the school. Leadership and Management of Alternative Provision, Part time and modified timetables for students.		
<b>Scope</b>	<b>Main contacts:</b>	<b>Staff responsibilities:</b>	<b>Financial accountability:</b>
	Students, Staff	No	None
<b>Main duties and responsibilities</b>	<p><b>Behaviour Support Work</b></p> <ul style="list-style-type: none"> <li>To provide support to the Reflection Room.</li> <li>To support school behaviour management and allocated 'on patrol' duties.</li> <li>To deliver small group and 1-2-1 behaviour interventions.</li> <li>To analyse data within the behaviour management system and provide reports to teaching and pastoral staff.</li> <li>To carry out other duties within the school, as required</li> <li>Complying fully with school policy, all relevant Health and Safety regulations, Safeguarding procedures and Risk Assessments.</li> <li>To support the Pastoral Team in dealing with behaviour issues which may arise throughout the course of a day.</li> <li>Establish productive working relationships with pupils, acting as a role model and setting high expectations</li> <li>Support pupils consistently whilst recognising and responding to their individual needs</li> <li>Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the post holder</li> <li>Contact parents as required regarding behaviour issues or intervention.</li> <li>Work together with Sarah Beckett to ensure that requests for intervention are triaged appropriately.</li> </ul> <p><b>Alternative Provision Management</b></p> <ul style="list-style-type: none"> <li>Management of all Modified, Part Time Timetables including the review of these with parents. Ensure that all required paperwork is completed and stored correctly. Completion of information requests from the Local Authority with regards to this.</li> <li>Ensure all paperwork completed and stored correctly for Managed Moves.</li> <li>Organisation of all Alternative Provision for students, including ensuring that the safeguarding and insurance checks have been completed and that necessary visits take place to ensure that students keep in contact with their base school.</li> </ul>		



	<ul style="list-style-type: none"><li>• Liaise with the Trust on all Alternative Provisions available and the checks completed on them.</li><li>• Liaison with the safeguarding and pastoral teams as appropriate regarding any timetable changes that take place for a student.</li><li>• Management of the disapplication process for GCSE students.</li><li>• Management of the list of students who wish to be withdrawn from subjects within the school, e.g. RSE, RP etc.</li><li>• Attend Pastoral and Safeguarding meetings as appropriate.</li></ul>
<b>Other requirements and responsibilities</b>	Enhanced DBS clearance required.
<b>Structure chart</b>	<div><div>DHT Pastoral &amp; Designated Safeguarding Lead</div><div>Behaviour Support &amp; AP Manager</div></div>



## Person Specification

<b>Role</b>	<b>Behaviour Support &amp; Alternative Provision Manager</b>	<b>School/Department</b>	<b>Maiden Erlegh School</b>
<b>Grade</b>	Grade 5, SP12 - 17	<b>Job evaluation code</b>	MES053
<b>Qualifications, training and education</b>	<ul style="list-style-type: none"><li>NVQ Level 2 or equivalent in English and Maths.</li></ul>		
<b>Experience</b>	<ul style="list-style-type: none"><li>A proven track record of relevant work with young people in one of a range of fields, including Education, Youth work, Health or Social Services.</li><li>Knowledge and understanding of issues related to Child Protection and confidentiality.</li></ul>		
<b>Skills and abilities</b>	<ul style="list-style-type: none"><li>Good general communication skills.</li><li>Ability to command and show respect.</li><li>Ability to offer a firm but friendly approach and be self-confident in dealing with young people.</li><li>Excellent time management and effective organisational skills.</li><li>Appropriate confidentiality in approach.</li><li>Willingness to understand the challenges young people face when growing up and develop supportive ways of managing and dealing with these issues.</li><li>Resilience when dealing with vulnerable/ disaffected students.</li><li>A positive attitude.</li><li>A sense of responsibility.</li><li>Ability or desire to drive the school minibus would be an advantage.</li><li>Flexible approach to working and commitment to ongoing service and personal development (through self-evaluation and learning from others).</li></ul>		
<b>Requirements specific to the role</b>	<p>All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.</p> <p>To ensure awareness of local safeguarding policies and procedures and to report any concerns or information received as required</p>		

**The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.**

<b>Signed:</b> Post holder	
<b>Date:</b>	