



Location: The Bolsover School, Bolsover, Derbyshire, S44 6XA

Salary: Redhill Academy Trust Pay Scale, Band 10, Scale Points 46 - 50

Hours of work: 37 hours per week, term time + 2 weeks

Responsible to: Deputy Headteacher – Pastoral

Post Objective: To manage the Student Support Centre and oversee the Academy's alternative provision for students.

Main Duties and Responsibilities:

Organisation & Support – Staff

- Manage the day-to-day running of the Student Support Centre and its staff, including staff from outside agencies.
- Distribute tasks within the Student Support Centre Team according to skill levels and availability, managing work schedules and ensuring quality of work.
- Carry out Performance and Development Reviews for Student Support Centre staff.

Student Support Centre

- Ensure suitable provisions and support are in place.
- Responsible for setting up full/part-time alternative provision for students at risk of permanent suspension.
- Liaise with external providers on a regular basis.
- Organise and oversee alternative education for students following the sixth day of suspension and students struggling with attendance (Ed Class).
- Support staff and students by setting up suitable workshops:
- Anger Management
- Social Skills
- Decision Making
- Expected behaviour in school
- Emotional Literacy
- Social and Emotional Awareness
- Rethinking my Behaviour
- Re-tracking my Behaviour
- Attend appropriate re-admission meetings including governor disciplinary hearings.

- Provide reintegration packages for students returning from fixed term suspension.

Academy Alternative Provision/Reintegration Centre (RIC)

- Manage and organise the day-to-day running of withdrawal from lessons and supervised study rooms, liaising with teaching staff as required.
- Supervise students attending withdrawal from lessons and the supervised study rooms.
- Evaluate the delivery of withdrawal from lessons and lead on developing the alternative provision offered.
- Communicate and be responsible for booking students into the RIC.
- Maintain an overview of students accessing the RIC and visit when necessary.

General

- Attend staff meetings and INSET activities where relevant.
- Uphold and actively support the academy's policies and procedures.

This role involves working in regulated activity with children and requires an Enhanced DBS Clearance for this position.

Person Specification

- Experience in an educational setting working directly with children and young people.
- Familiarity with Microsoft Office software and SIMS programs.
- Proven interpersonal and communication skills to engage effectively with staff, pupils, parents, governors, and external agencies.
- Commitment to undertake further training (e.g., Safeguarding, ICT, Health & Safety).

Additional details regarding the role, expectations, and essential qualifications are outlined in the full job description.

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience in an educational setting working directly with children and young people. • Familiarity with Microsoft Office software and SIMS programs. 	
Personal Qualities	<ul style="list-style-type: none"> • Proven interpersonal and communication skills to engage effectively with staff, pupils, parents, governors, and external agencies. • Commitment to undertake further training (e.g., Safeguarding, ICT, Health & Safety). 	