



Job Profile

Post: **Internal Alternative Provision Manager**

Reports to: **Assistant Headteacher**

Location: **Oakmoor School, Bordon, Hampshire**

Function of the post:

To manage, lead and deliver the internal alternative provision. This includes planning and delivering student programmes of learning and support. These programmes will cover co-curricular activities such as horticulture, community and outdoor learning and employability skills. These programmes will be delivered on and off site in planned collaboration with the Assistant Headteacher.

The post holder is responsible for working with and building relationships with a range of school professionals, external agencies and families. The Internal Alternative Provision Manager will work with all year groups in the school

The post holder will need to be a talented and committed practitioner who will work with a range of internal and external professionals to improve students' outlook and attitude and approach towards their educational journey. A key focus for this role will be to maintain a positive and well-managed learning environment in the Alternative Provision room ensuring students develop their ability to show high standards of behaviour and focus.

The post holder will also be responsible for developing and supporting alternative curriculum content for students to ensure the quality of the provision, setting high expectations which inspire, motivate, and challenge students to become the best they can be.

Principal Accountabilities:

1. Plan and prepare varied resources to meet each individual students' needs, this includes the co-curriculum activities the students, for example the external horticulture activities.
2. Continuously promote and facilitate independent learning, raising self-esteem and promoting confidence within the students.

3. Support students development liaising with Academic Progress Leaders, the pastoral team, other external agencies and parents as required.
4. Work alongside the Assistant Headteachers and Academic Progress Leaders to successfully support students back into lessons.
5. Collaborate and develop positive relationships with local community and stakeholders to support student progression and development.
6. Facilitate achieving school and wider Trust objectives and improvement initiatives related to student behavior and attendance, and support the school and Trust policies in terms of behavior, teaching learning, assessment, homework and behavior management.
7. Identify and report safeguarding and child protection concerns following the procedure outlined in the School's Safeguarding Policy.
8. Ensure accurate recording of behavioral events, both positive and negative, on the school's management information system.
9. Support staff with understanding effective behavior strategies, to support students in school. This will involve regular liaison with the Academic Progress Leaders and all relevant staff.
10. Engage with the students to secure positive family support and involvement with the tutor programme
11. Undertake training, attend INSET days and carry out relevant CPD to further develop understanding of students' social, emotional and mental health (SEMH) needs and resulting behavioural difficulties.
12. To model the highest professional standards of courtesy, respect, humility, integrity and self-discipline.
13. The duties in this job profile should not be regarded as exclusive or exhaustive, and you may undertake a range of other duties appropriate to the salary grade and in line with your role's context.

The post holder will be required to drive the school mini bus as needed to ensure pupils have access to co-curriculum activities outside of the school environment.

Other duties:

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you including to understand and actively embrace the Trust's distinctive sensibility, the qualities, values and characteristics expected of everyone working for our Trust.

The list of duties in this job profile should not be regarded as exclusive or exhaustive and require a flexible approach to work. Please note that, in consultation with you, the Trust reserves the right to update your job profile to reflect changes in, or to, your post. All staff have a role in supporting the Trust's People Strategy.

Inclusivity:

The Trust believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. The Trust is committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the Trust has a number of policies that you should ensure you are familiar with and compliant to. All policies are available on the Trust's portal. Any breaches may lead to termination of employment.

Health and Safety

Take responsibility for ensuring that workplace responsibilities within the Trust are carried out with full regard to, and in support of, the Trust's Health and Safety policies. This will include ensuring Health and Safety priorities reflect a post-COVID-19 period. This might include acting as Health and Safety Co-ordinator, Fire Warden, Risk Assessor, First Aider or other Health and Safety Representative.

Sustainability and Environment:

The Trust is fully committed to sustainable development and environmental initiatives. It accepts its environmental responsibilities and recognises the contributions it can make to the resolution of global, regional and local environmental issues. The Trust will continuously seek to improve its environmental performance and will comply, as a minimum, with all relevant environmental legislation, regulations and codes of practice. All staff are required to support the aims of the Trust's Environmental & Sustainable Development Strategy.

Data Protection:

You will be responsible for ensuring that workplace responsibilities, within the Section, are carried out in compliance with the requirements of the Data Protection legislation and the Employment Practices Data Protection Code 2002, especially concerning confidentiality, treatment of personal information and records management.

Right to Work:

The current British and European Law states that the Trust cannot employ a person who does not have permission to live and work in the UK. Immigration guidance information is available on the HR Website for further information.

Safer Recruitment:

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

Disclosure Service Certification from the Disclosure and Barring Service:

This role does require you to hold an enhanced Disclosure Service certification from the Disclosure and Barring Service (DBS). The Trust is a registered body with the Disclosure Service, reference number 20537300005. New members of staff will be required to apply for Disclosure Service certification as part of the Trust's staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at www.homeoffice.gov.uk/dbs or from the Trust's Human Resources Department.

Principal Attributes and Person Specification:

Essential requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated, **or equivalent qualifications and/or experience.**

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

	Essential	Desirable	Evidence
Knowledge and Qualifications			
Knowledge of working with young people, including the ability to understand and empathize with young people.	✓		
Knowledge of a range of co-curricular activities, and an up to date demonstrable knowledge of the current educational and social landscape for young people.	✓		Application Interview
Education to A Level standard or equivalent	✓		
Other relevant qualifications such as knowledge and training in safeguarding.		✓	
Degree level qualification, or equivalent knowledge that is relevant to the role.		✓	
Full UK driving license.	✓		
Skills			
Excellent interpersonal and communication skills with the ability to communicate with a wide range of audiences and empathize with student situations	✓		
Excellent organizational skills in order to effectively manage the Internal alternative provision room	✓		Application Interview
Ability to prioritize and multi-task in a fast-paced and high-pressure environment	✓		References
Ability to identify triggers of poor behavior and barriers to learning	✓		
An ability to work with students on an individual level to create personal plans that will engage them in school life	✓		
Well-developed behavior management skills	✓		
Experience of using school IT systems e.g. SIMS		✓	

Experience			Application Interview References
Working in a front-line service e.g. education, social care, police, healthcare	✓		
Experience of working collaboratively as part of a team	✓		
Experience of working with young people facing additional barriers and difficulties.	✓		
Working with challenging or vulnerable young people	✓		
Experience of creating bespoke learning plans for students		✓	
Personal Attributes			
Realistic, honest and efficient approach.	✓		Interview References
An ability to foster an open, innovative, equitable culture, conveying conclusions clearly, positively and sensitively	✓		
An ability to collaborate and develop positive relationships with local community and stakeholders to support student progression and development.	✓		
Committed to enabling the academic, spiritual, moral, social, emotional and cultural development of pupils, recognising and valuing the richness and diversity of pupils needs and the school communities	✓		
Self-reflective and responsive to feedback from a range of sources that help to identify and inform future decision making	✓		
Positive attitude to change, with an adaptable and versatile approach	✓		
Enthusiastic, approachable and optimistic, with the presence to inspire confidence and trust, enabling others to feel empowered and motivated to achieve high goals	✓		

September 2024