** MACMILLAN ACADEMY**

**JOB DESCRIPTION**

**Job Title:** KS3 alternative pathway room lead

**Responsible to:** Head of intervention and on-site alternative provision (Kay Brown)

**Duties:** To support the academic progress and personal development for on- site alternative provision/pathways for KS3

**Salary:** Scale points 15-17

**Principal Duties:**

* Provide personalised learning support (including individual and small group intervention) for students who are finding it difficult to access the curriculum.
* Monitor the progress of all students who access the provision as part of their personalised timetable.
* To regularly monitor pathway students social and emotional wellbeing and action any concerns.
* To set and review behaviour targets on a termly basis and monitor impact of strategies suggested on class charts.
* To liaise with appropriate staff to obtain work for students.
* To maintain records of attendance in the pathway and work with the appropriate staff/agencies to promote good attendance/punctuality for students.
* To liaise with departments about how to support pathway students.
* To liaise with the AQA co-ordinator.
* To work with students to create their pupil passport.
* To be an active member of our Student Development Team.

**General Duties and Responsibilities:**

* To keep SLT and HOYs fully informed of all matters regarding pathway students.
* To carry out other duties as required.
* To participate in and attend meetings and training as appropriate.
* To take an active role in own professional development in line with academy performance management objectives.
* To ensure confidentiality is maintained at all times.
* To work in accordance with all academy procedures and policies, and to adhere to the academy’s professional code of conduct for staff including smart dress code.

**NOTES**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the post holder.

The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

All adults employed by the academy are responsible for safeguarding and promoting the welfare of children s/he is responsible for, or comes into contact with.

Employee signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Line manager signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_