**Job Description:**

**KS3 Early Intervention and Appropriate Provision Coordinator**

Reports to: AHT Systems Manager

Grade: BET Grade 4 (A - E) - FTE 26,918 - £29,616

(Actual Salary - £23,997 - £25,743)

Priory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  DBS Disclosure at Enhanced level will be required prior to any offer of employment.

The Line Manager of the KS3 Early Intervention and appropriate provision coordinator will, through discussion, observation and receiving reports, oversee their work.

Job descriptions may be modified, with advance consultation and notice, according to the needs of the school.

**Job Purpose**

To work alongside the Progress Leader for Appropriate Provision (who predominantly supports Bridge Provision) to maximise the use of Appropriate Provision to secure the most positive outcomes possible for every student based on their individual needs.

To secure the effective running of the school’s Appropriate Provision arrangements and supervise small groups of students.

To work with students who are considered vulnerable to underachievement in order to ensure that both student and family are clear about the serious nature of their barriers to success and to work with all involved parties to minimise the risk of underachievement.

It is expected that the KS3 Early Intervention and appropriate provision coordinator will liaise closely with members of staff within the school and outside agencies where appropriate to improve the student’s access to learning.

To support the AHT Systems Manager in the delivery of good learning outcomes for students in the provision.

To work with a caseload of students who fall into the KS3 recidivist category

**Principal Responsibilities/Duties**

* To monitor the curriculum delivery and support teaching colleagues in securing high levels of engagement and positive outcomes for all students
* To ensure smooth reintegration to mainstream provision where appropriate
* To build appropriate relationships with students to ensure that positive outcomes can be achieved.
* To ensure that the parent/carer/guardian is clear about the reason for the intervention
* To ensure that the student is clear about how their decisions can improve their learning
* Working with the Progress Leaders for each year group to secure excellent progress within transition to and from mainstream where appropriate
* To discuss ways forward with the parent/carer and student to increase positive outcomes
* To provide positive mentoring on small group and 1:1 basis
* To identify and secure appropriate work placements for students as required
* Provide support, guidance and practical help to parent/carers (as appropriate) on strategies and interventions and learning needs
* To work together with outside agencies
* To contribute fully to the strategic development of Appropriate Provision at Priory School
* To update records and logs of work undertaken with individual students through IBPs and PSPs etc
* Deal with any other administrative duties as required, most notably through the use of SIMS/Classcharts/CPOMS
* Report student and school issues in line with the School’s policies for health and safety, child protection, behaviour management etc.
* To ensure smooth transition into appropriate provision through appropriate referral processes
* Attend meetings and training sessions as required
* Be involved in extra curricular activities, i.e. open days, presentation evenings, D of E where possible
* To undertake any other task commensurate with this role.