



Job Description

Post Title:	Manager for Alternative Education Support Provision
Purpose:	To manage the Alternative Education Support Provision
Reporting to:	Deputy Headteacher
Responsible for:	Learning Support Assistant in Damascus
Liaising with:	Directors of Learning, Heads of Year, teaching/support staff, parents, external agencies and work placement providers
Working Time:	37 hours per week, 52 weeks per year
Salary/Grade:	SRS Band 5, NJC 19 – 24 (£24,799 - £27,905 full time equivalent)
Disclosure level	Enhanced
MAIN DUTIES	



Operational/ Strategic Planning	<ul style="list-style-type: none"> • To build and maintain bespoke provision for pupils being educated in the facility • To positively promote the Catholic Ethos of the school • To oversee the daily running of the Damascus Centre • To monitor and support the overall progress and development of students • To encourage a learning experience which provides students with the opportunity to achieve their individual potential. • To contribute to raising standards of student attainment. • To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth. • To contribute to the whole school's planning activities. • To develop links and liaise with work placement providers and to monitor pupils who are on work placements • To facilitate effective re-integration of students into Mainstream and to issue appropriate Teaching Advice to staff. • To oversee the effective daily running of the different areas of the Alternative Curriculum Unit
Curriculum Provision:	<ul style="list-style-type: none"> • To ensure that the curriculum area provides a range of teaching which is appropriate and meets the needs of the pupils within the Unit.
Curriculum Development:	<ul style="list-style-type: none"> • To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's Mission and Strategic Objectives.
Staffing Staff Development: Recruitment/ Deployment of Staff	<ul style="list-style-type: none"> • To take part in the school's staff development programme by participating in arrangements for further training and professional development. • To engage actively in the Performance Management Review process. • To ensure the effective/efficient deployment of classroom support • To work as a member of a designated team and to contribute positively to effective working relations within the school.



Quality Assurance:	<ul style="list-style-type: none"> • To help to implement school quality procedures and to adhere to those. • To seek/implement modification and improvement where required. • To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
Management Information:	<ul style="list-style-type: none"> • To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, pupil progress etc. • To complete the relevant documentation to assist in the tracking of pupil progress. • To contribute to the annual review of SEN students if needed. • To track student progress and use information to inform teaching and learning.
Communications:	<ul style="list-style-type: none"> • To communicate effectively with the parents of students as per the Damascus Centre policy. • Where appropriate, to communicate and co-operate with persons or bodies outside the school. • To follow agreed policies for communications in the school.
Marketing and Liaison:	<ul style="list-style-type: none"> • To take part in marketing and liaison activities such as Open Evenings Parents' Evenings, Review days and liaison events with partner schools. • To contribute to the development of effective subject links with external agencies and work placement providers.
Management of Resources:	<ul style="list-style-type: none"> • To contribute to the process of the ordering and allocation of equipment and materials. • To identify resource needs and to contribute to the efficient/effective use of physical resources. • To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students.



Pastoral System:	<ul style="list-style-type: none">• To liaise with a Heads of Year to ensure the implementation of the school's Pastoral System.• To evaluate and monitor the progress of students and keep up-to-date student records as may be required.• To contribute to the preparation of Action Plans and progress files and other reports.• To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.• To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff• To apply the school's behaviour policy and follow the behaviour systems so that effective learning can take place
Assessment, attendance, discipline and progress	<ul style="list-style-type: none">• To assess record and report on the attendance, progress, development and attainment of students and to keep such records as are required.• To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.• To ensure a high quality learning experience for students which meets internal and external quality standards• To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework and uniform.
Other specific duties – <ul style="list-style-type: none">• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.• To support the school in meeting its legal requirements for worship.• To promote actively the school's corporate policies; review and develop entry and exit policies and procedures for use in the Damascus Centre.• To continue personal development as agreed.• To comply with the school's health and safety policy and undertake risk assessments as appropriate.• To undertake any other duty as specified by the school or Trust not mentioned in the above.• Encourage and facilitate students' progress towards successfully reaching targets – academic; personal and conduct and behaviour.• Monitor and support the reintegration of students back into main school.	





- Create individual learning plans for students placed in the centre.
- Liaise with Heads of Year, Senior Deputy Head-teacher to discuss placement of students in the centre.
- Review of students' progress.
- Ensure the health and safety and good behaviour of students.
- Form and maintain appropriate relationship and personal boundaries with students and their parents/carers.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Person Specification

Training, Qualifications and Experience	Essential or Desirable
Prior experience in working in secondary education settings/and or Youth Work	E
Current/recent experience working directly with young people	E
Experience in working with families in need of additional guidance and support	D
Experience in working with young people who have challenging behaviour or identified behaviour needs that require support	E
Experience in mentoring or counselling	E



Experience in teaching or working with small groups of teenagers or one to one	E
Safeguarding experience	E
Experience of community or youth work or similar family liaison role	E
minimum of Level 4 relevant qualification with significant and relevant experience would be considered	E
Level 5 qualification in relevant subject	D
Training/qualification in mentoring, CBT, counselling or therapeutic services	D
Professional Knowledge and Understanding of:	
Knowledge and Understanding of relevant regulations, guidance and procedures	D
Up to date knowledge and understanding of secondary school settings and education	E
	E
Personal Skills and Attributes	E
Good written and verbal communication	E
Ability to negotiate and empathise with others	E
	E
Ability to implement the school's behaviour policy in a calm manner	
A confident and competent user of ICT	E
Ability to engage effectively with others including parents and outside agencies as well as young adults	E
Ability to establish rapport and respectful and trusting relationships with young adults, their families and carers and other adults	E
Enthusiasm, commitment and a positive outlook	E
The ability to work independently and as part of a team	E
Possess a willingness to try new approaches and ideas	E
A positive commitment to further professional development	E
Good personal organisation	E
Ability to meet deadlines and to manage own time effectively	E
Awareness of and promotion of equality of opportunities	E
A good understanding of health and safety	E
A good understanding and effective implementation of child protection procedures	E
Understand procedures and legislation relating to confidentiality	E

The St Ralph Sherwin Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.



St Ralph Sherwin

Catholic Multi Academy Trust

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.

