

# INVICTUS

Education Trust

## JOB DESCRIPTION

**JOB TITLE:** Alternative Provision Practitioner

**DEPARTMENT:** Leasowes High School

**SALARY RANGE:** Grade 6

**REPORTING TO:** Director of Alternative Provision

**RESPONSIBLE FOR:** N/A

**LIAISING WITH:** CEO, Headteachers, Senior Leadership Team, Governors, teaching and support staff, outside agencies, and the Trust's central team

**Main purpose:** Working under guidance of AP Learning Manager provide both academic and pastoral support to students in alternative provision to overcome barriers to learning in order to achieve excellent outcomes.

### MAIN DUTIES:

#### General Duties

- Provide pastoral support to students
- Mentor an agreed caseload of young people in alternative provision.
- Coordinate and complete strategy support plans to secure timely intervention for young people at risk of exclusion/disengagement from school.
- Act as a 'population lead' for a small group of young people.
- Receive and supervise pupils excluded from and / or otherwise working to modified timetable
- Provide advice to pupils relating to their social, health, hygiene and emotional

	<p>development needs.</p> <ul style="list-style-type: none"> <li>• Participate in comprehensive assessments of pupils to determine needs of pupils.</li> <li>• Assist the teacher with the development and implementation of individual education/behaviour/support/mentoring plans/management of students in the classroom.</li> <li>• Support provision for pupils with special needs.</li> <li>• Establish productive working relationships with pupils and provide support for distressed pupils individually or in small groups.</li> <li>• Challenge and motivate pupils, promote and reinforce self-esteem.</li> <li>• Provide feedback to pupils in relation to progress, achievement, behaviour, attendance etc.</li> <li>• Liaise with parents and carers regarding achievement, attendance and conduct. This extends to home visits as and when required</li> </ul>
<p><b>Staffing and Resources</b></p>	<ul style="list-style-type: none"> <li>• Work with other staff, including specialist staff and professional agencies in planning, evaluating and adjusting learning activities as appropriate.</li> <li>• Provide academic coaching to allow students to make progress in fast-track weeks and catch up sessions.</li> <li>• Liaise with a multi-disciplinary team to understand lesson aims and focus support.</li> <li>• Support reintegration to mainstream lessons.</li> <li>• Deliver accreditation courses as well as topical workshops and 1-2-1 interventions to groups of young people.</li> <li>• Undertake discreet observations of students and report findings.</li> <li>• Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems/records as required.</li> <li>• Assist in the development and implementation of appropriate restorative practice strategies including restorative conversations to resolve conflict. Ensuring positive relationships with both students and parent/carers.</li> <li>• Implement agreed learning/teaching programmes, adjusting activities according to pupil's responses/needs.</li> <li>• Liaise with professionals to broker timely intervention for young people in alternative provision.</li> <li>• Support teaching staff by preparing assessment, tasks and resources for lessons.</li> <li>• Take an active role in the assess, plan, do, review process.</li> <li>• Support the deliverance of tailored strategies to assist students who have SEND.</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist students in meeting the outcomes of their IEPs and EHCPs.</li> <li>• Have an awareness of student needs in relation to the Code of Practice and develop strategies to support this effectively.</li> </ul>
<p><b>Support for Provision:</b></p>	<ul style="list-style-type: none"> <li>• Undertake individual pupil risk assessments as required.</li> <li>• Be a visible presence in our alternative provisions ensuring our daily/lessons routines are embedded.</li> <li>• Greet and screen pupils as required.</li> <li>• Ensure the learning environment is inviting and ready for learning.</li> <li>• Administer and invigilate all exams or assessments.</li> <li>• Be aware of and comply with policies and procedures relating to child protection, positive conduct, health and safety, security, confidentiality and data protection.</li> <li>• Reporting all concerns to the appropriate person.</li> <li>• Track progress, baseline information and intervention on the school's management information system.</li> <li>• Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.</li> <li>• Be prepared to lead projects/visits/workshops in the community.</li> <li>• Contribute to the overall ethos/work/aims of the school.</li> <li>• Establish constructive relationships and communicate with other agencies/professionals, in liaison with the appropriate staff, to support achievement and progress of pupils.</li> <li>• Attend and participate in meetings as required.</li> <li>• Participate in training, other learning activities as required.</li> <li>• Recognise own strengths and areas of expertise and use these to advise and support others.</li> <li>• Assist in the supervision, training and development of staff.</li> <li>• Implement planned supervision of pupils during lunchtimes.</li> <li>• Assist in organising enrichment visits that support the alternative provision curriculum offer.</li> <li>• Supervise pupils on visits, expeditions and residential experiences.</li> <li>• Any other duties commensurate with the duties/responsibilities/grade of the post</li> </ul> <p>All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working.</p>

**Other professional requirements**

- Establish and maintain regular communication in the Trust
- Communicate with parents/carers and outside agencies where appropriate
- Attend professional meetings as required
- Attend Governance meetings as and when required
- Actively engage in the Trust's appraisal process
- Take part in the Trust's staff development programme
- Attend and contribute to meetings
- Work as a part of a team and positively contribute to effective working relationships
- Take part in Trust events as directed by the CEO

**Other Specific Duties**

- Play a full part in the life of the Trust community, to support its vision, mission and values
- Be an ambassador of the Invictus ethos and to encourage and ensure staff and students follow this example
- Be courteous to colleagues and be welcoming to visitors
- Comply with the Trust's Health and Safety Policy and undertake risk assessments as appropriate

Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary

**Support for the Trust**

- To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos/work/aims of the Trust
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection
- Comply with the Trust's dress code
- Attend and participate in meetings as required
- Participate in training, other learning activities and appraisal as required
- Recognise own strengths and areas of expertise and use those to advise and support others
- It is the responsibility of all adults employed by Invictus Education Trust to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people.

**Safeguarding Requirements**

We are deeply committed to safeguarding and promoting the welfare of Children and expect all Staff and Volunteers to share this commitment. All necessary Safeguarding checks will be undertaken which

must have satisfactory outcomes, otherwise the conditional job offer may be withdrawn. Details of the checks that will be undertaken can be found at: [Keeping Children Safe in Education, 2024](#)

This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children's Barred List Check.

**It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.**

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

Positions at the school are exempt under the Rehabilitation of Offenders Act 1974 and as such appointment to a post will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). DBS Filtering guidance can be found on the GOV.UK website.

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

## Person Specification

Criteria	Essential	Desirable
Qualifications	<p>NVQ Level 3 in relevant qualification or equivalent</p> <p>GCSE in English and Maths at grade 4/ grade C or above.</p> <p>Commitment and willingness to undertake further training, assessment and development dependent upon existing qualifications and requirements of the post.</p>	
Experience	<p>Working within school setting provisional centre or with young people.</p>	
Skills and knowledge	<p>Ability to demonstrate knowledge and use a wide range of current ICT systems and packages.</p> <p>Good written and verbal communication skills.</p> <p>Ability to plan effective action for pupils at risk of underachieving.</p> <p>Full understanding of the range of support services/providers.</p>	
Personal qualities	<p>A Knowledge of Equality &amp; Diversity issues.</p> <p>Understanding of possible barriers to learning.</p> <p>Ability to understand and relate well to children and adults.</p> <p>Ability to work constructively as part of a team, understanding classroom roles and responsibilities and own position within these.</p> <p>Ability to identify own training needs and willingness to participate in training and development opportunities.</p> <p>To comply with the schools commitment to the protection and safeguarding of children.</p>	
Flexibility	<p>To work flexibly to meet the needs of the Trust and its educational establishments. Can be required to work in any location within the Trust</p>	

This job description/person specification may be amended at any time in consultation with the postholder.

Job Title:	AP Practitioner		
Chief Executive Officer's signature:		Date:	
Postholder's signature:		Date:	