



Job Description

Alternative Provision Teacher

Purpose:

- To assist the Headteacher and Senior Leadership Team in ensuring continued success by providing vision and leadership for the Alternative Provision Unit.
- To ensure a high-quality learning experiences for the children and improved standards of achievement.

Reporting to:

- The Headteacher
- The Senior Leadership Team

Responsible for:

- Leading and managing the Alternative Provision Unit
- Line management of support staff working in the Alternative Provision Unit

To co-operate with:

- The Local Governing Body, making such reports as required.
- All colleagues, both teaching and support staff.
- Local Authority and advisers.
- Unions and other organisations representing teachers and other persons on the staff.

Disclosure:

- Clear Enhanced DBS check

Salary:

- (MPR/UPR)

Start Date:

- September 2022

Main Duties

Operational/Strategic Planning:

- Ensure that the needs of all the identified children are met within an inclusive environment.
- Manage referrals for the Alternative Provision Unit, liaising with schools, families, and external agencies, as necessary.
- Use a variety of methods and approaches to meet a range of children's needs and ensure equal opportunity for all children.
- Prepare and provide resources as necessary to support teaching and promote curriculum access.
- Support subject teachers in the effective delivery of lessons for Alternative Provision Unit children accessing the mainstream environment.
- Maintain up to date specialist teacher knowledge of current research and curriculum development.
- Lead on the development of specialist knowledge and practice regarding access to curriculum and personal development for Alternative Provision Unit children.
- Work in partnership with children, parents/carers, teachers and other agencies.
- Model effective teaching strategies/approaches.
- Organise specialist meetings and plan and deliver training to staff.
- Track and report on children's progress to inform future planning.
- To visit children referred for placement to the Alternative Provision Unit and organise the transition of children into the resource facility once placement has been agreed.
- To co-ordinate and attend review meetings for all children in the unit.
- To provide pastoral support to children and their families.

Quality Assurance:

- Ensure planning, record keeping, and assessment is in line with school policies.

Staffing:

- Organise staffing to support children in the Alternative Provision Unit.
- Establish positive relationships, encourage good working practices and manage the work of support staff in the Alternative Provision Unit.
- Oversee the induction process of new members of staff within the Alternative Provision Unit.

Impact on educational progress beyond your assigned children:

- Monitor academic progress (through the analysis of appropriate data including achievement and attendance data), extra-curricular involvement and behaviour within the Alternative Provision Unit.
- Ensure that child profiles and pastoral support plans are written and reviewed at the correct stages.
- Monitor attendance and intervene with parents, outside agencies and other schools.
- Lead, co-ordinate and monitor aspects of the support plans in place.

- Maintain strong relationships with parents of Alternative Provision Unit children and support colleagues in meeting with parents.
- Liaise, as appropriate, with external professionals, such as educational psychologists, social care, in order to improve the educational outcomes of individual children.
- Provide support to teachers and other staff in managing the individual needs of children, particularly those who do not easily gain access to the curriculum.

Lead, develop and enhance the teaching practice of others:

- Mentor and support colleagues. Encourage their professional development.
- Use meetings to share good practice moderate and cascade training.
- Offer INSET to the team and across the school in an area of expertise.
- Negotiate with teachers and others to develop appropriate teaching and learning strategies that will raise the educational achievement of individual children.
- Innovate in learning. Keep abreast of developments and bring these to the Team or the school. Engage with school-wide learning initiatives and lead these in your Key Stage.

Other specific duties:

- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example.
- To comply with school's health and safety policy and undertake risk assessments as appropriate.

Staff performance management and continuing professional development:

- Participating in the arrangements made for the appraisal of own performance and that of other staff.
- Participating in the identification of areas for own professional development.

Develop personally and professionally though:

- Reflection on own practice and private study.
- Participation in the school's teacher appraisal programme.
- Participation in appropriate in-service education programmes.

Communication:

- To communicate and consult with the parents of children.
- To communicate and co-operate with persons or bodies outside the School to the benefit of children.
- To participate in meetings arranged for any of the purposes outlined in accordance with the calendar.

- To participate in relevant training happening in the wider school.
- To use briefings, weekly news and emails to share information.
- To ensure effective communication with designated staff regarding trips, visits and absence.