

Job Description

Post: Alternative Provision Manager AAAE2089

Salary Scale: Grade 9, Cheshire East Council NJC Pay Structure

Purpose of Post

This post carries management responsibility for:

- Manage, deliver, and ensure high quality provision in the schools offsite setting (G8way)
- School's use of Alternative Provision services as part of a comprehensive programme to effectively engage vulnerable, severely absent and disadvantaged students with our Whole Curriculum
- The team responsible for the school's Offsite Learning Centre
- The school's supply of Alternative Provision services and use of the Offsite Learning Centre to partner schools
- Leading the effective implementation of raising attainment strategies for a designated group of students
- Building and maintaining partnerships with external professionals and organisations that support the progress of vulnerable and disadvantaged students.
- Establish integral links with the school's progress house provision for vulnerable, severely absent, and disadvantaged students.

In conjunction with the Senior Deputy Headteacher and Curriculum engagement lead, the post holder will develop, and implement with impact, an effective school improvement plan for engaging identified vulnerable and disadvantaged students in Years 7-13 with school through Alternative Provision and the Offsite Learning Centre (G8way).

To whom responsible

Senior Deputy Headteacher and Curriculum engagement lead

Principal Duties

School Leadership

- To provide leadership within the Offsite Learning Centre of a high expectation culture which pursues excellence for all students every day.
- To lead, deploy and professionally develop staff within the Offsite Learning Centre in line with the aims above.
- To provide leadership, as part of a team, of the development, implementation and evaluation of school policies and practices related to safeguarding also, to provide guidance, training and support for staff, as part of a team in relation to safeguarding

Strategy and improvement

- To develop and implement with impact aspects of the school improvement process, in particular engaging identified vulnerable and disengaged students in Years 7-13 with school through Alternative Provision and the Offsite Learning Centre.
- To design and implement evidence-informed plans and actions for the students placed on Alternative Provision programmes including the tracking of attendance, reintegration, progress and exclusions data against key school improvement performance indicators.
- To develop, implement and monitor Pastoral Support programmes, Individual Behaviour Plans and other behaviour modification packages to engage students with learning.
- To ensure that the school has good knowledge and understanding of national, regional and local developments related to role, in particular:
 - Inclusion of students into the Whole Curriculum
 - Safeguarding

Teaching and curriculum excellence

- To ensure that students within Alternative Provision and the Offsite Learning Centre have an appropriate curriculum provision in line with our aspiration that all our students benefit equally from our curriculum offer.
- To work with school leaders, teachers, support staff and external professionals to design and coordinate effective curricular face-to-face and remote curriculum packages for students.
- To design, prepare and deliver an effective personal development curriculum to those students accessing Alternative Provision and the Offsite Learning Centre
- To quality assure curriculum provision within Alternative Provision and the Offsite Learning Centre

Leading with impact

- To demonstrate leadership with impact, in particular in terms of engaging identified vulnerable and disengaged students in Years 7-13 with school through the Alternative Provision and the Offsite Learning Centre
- To work as part of a team in ensuring that Alternative Provision and the Offsite Learning Centre students participate fully and perform highly within the Whole Curriculum
- To design and implement with impact effective strategies to raise attainment of individual students and groups of students.

Working in partnership

- To work in partnership with other staff to ensure 'joined up' practice and efficient and effective systems across and within teams.
- To contribute to the whole-school responsibilities of the Student Services Team
- To work with a range of internal and external providers
- To support and engage parents including facilitating targeted parent support groups to inform parents' skills and behaviour management techniques.
- To build and maintain effective links with the range of external partners relevant to the role, in particular in:
 - Progress House
 - Attendance team
 - Safeguarding team
- To work with partner schools whose students might be accessing the Alternative Provision services of Wilmslow High School
- To ensure effective quality assurance of any offsite provisions used by WHS, and to regularly update school leaders on the monitoring of this.

Managing resources and risks

- To oversee the environment within the Offsite Learning Centre to ensure that this is professionally organised and maintained to focus on the core purpose of the school in engaging students effectively with the Whole Curriculum
- To manage the relevant admissions, readmissions and review meetings, and multi-agency meetings and administration (e.g. BIEPs, EHCPs, Medical Needs Tuition, Social Care and LAC review)
- To provide cost effective services including:
 - To deploy staff and resources effectively and with impact on school improvement within the Offsite Learning Centre
 - To account for and manage the deployment of a delegated school budget, including allocation of funding to resources and alternative provision. To prepare and submit external funding bids for external income streams.
- To lead the safe, effective and efficient management of resources and risks within the Offsite Learning Centre

Notes

Health and Safety

To take all reasonable steps to ensure the Health and Safety of students and staff within the teaching base environment.

To promote and safeguard the welfare of students in accordance with the school's child protection policy.

Local Authority Flexibility Policy

Notwithstanding the detail in this job description to undertake, in accordance with the Policy, such work as may be determined by the Head teacher from time to time, up to or on a level consistent with the Principal Duties of the job.

'No Smoking' Policy

The school is an entirely 'no smoking' environment.

Review

This job description will be subject to review annually at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.