



**Person Specification**

**Post:** Alternative Provision Manager AAAE 2089

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

		<b>Essential</b>	<b>Desirable</b>
<b>Education</b>	Education to at least A level is essential. A university degree would be desirable.	√	
<b>Experience</b>	Experience of working with students in an 11-16 context	√	
	Experience of working collaboratively with partner organisations and services.	√	
	Experience of working proactively and positively with students who may be challenging or 'hard to reach'.	√	
<b>Knowledge</b>	A rigorous understanding of the OFSTED framework, in particular the sections relating to student welfare, alternative provision, progress and safety.	√	
	An understanding of the relevant sections of legislation covering school admissions, registration and attendance, safeguarding, child protection, physical restraint, data protection and students who may be educated offsite.	√	
	An understanding of the role of, and the impact metrics used by, multi-agency partners, e.g. medical and health professionals, social workers, Education Welfare Officers and other external professionals.	√	
	An understanding of confidentiality, safeguarding, risk assessments and information exchange protocols between agencies and educational institutions.	√	
	An understanding of the underpinning principles of child development alongside the facilitation and coordination of robust tracking, monitoring and progress reviews to generate positive outcomes for students who may not have been previously reaching their potential.		√
	Awareness and understanding of school expectations of students in terms of behaviour, attendance and appearance.	√	

	An understanding of the tracking and monitoring tools required to promote and track behaviour to support and empower students to make demonstratable progress.		✓
	An understanding of the practical application of school procedures which impact on students.		✓
	An understanding of research findings regarding effective practice in alternate provision.		✓
	An awareness of education and training progression pathways for students who are not studying for a standard programme of qualifications.		✓
	An awareness of national and local quality assurance frameworks in relation to alternative provision.		✓
<b>Skills</b>	The ability to establish a positive and professional rapport with teaching and support staff and with students in an Offsite Learning Centre ("G8Way Learning Centre").	✓	
	The ability to relate to parents sometimes in 'challenging' circumstances and form productive working partnerships in order to enhance student progress.	✓	
	The ability to interpret, understand and proactively respond to students' special requirements including family issues.	✓	
	The capacity to adopt a high profile role and gain the respect of teachers, students, multi-agency partners and families.		✓
	The confidence and ability to address groups in formal situations, e.g. school assemblies, workshops, presentations and demonstrations.	✓	
	The ability to work proactively as a member of a team and to contribute to that team in a creative, purposeful and robust manner.		✓
	An ability to take responsibility and achieve success.		✓
	Ability to think and plan strategically in order to incorporate and develop well thought out strategies to enhance student development and achievement whilst effectively managing change.		✓
	Ability to analyse data effectively to assess performance and make well balanced modifications, where required in order to enhance student success.	✓	
	High levels of organisation and efficiency with an ability to work smartly whilst under pressure and working towards deadlines.	✓	

	High quality administrative skills utilising a range of software in order to enhance success.	✓	
	An ability and suitability to track, monitor and promote the safeguarding and welfare of children.		✓
	A passion for instilling a robust work ethic with high expectations and rigour amongst challenging students and the ability to promote and maintain this with colleagues, families and external professionals.		✓
	Rigorous professionalism in everything, accepting nothing but the best in a culture of excellence and an ability to provide unconditional positive regard to students who may be hard to reach.		✓
	An exceptional attendance record and the stamina required to cope with the demands of the post	✓	