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|  | **Role:** | Alternative Provision Coordinator |
| **Salary Scale:** | scale SO1 -  £32,113 to £32,971 (actual pro-rata salary) |
| **Contract:** | 36 hours per week /  term-time only plus 3 INSET days and 2 set days in the summer holidays, salary tbc |
| **Updated:** | January 2025 |

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| **Line Manager:** | Head of Alternative Provision |
| **Supervision:** | N/A |

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| **Specific Duties & Responsibilities** |
| **Purpose of Job:**   * To supervise, mentor and teach small groups of pupils in the AP, providing a consistent presence * To collaborate with other staff and potentially coordinate with support personnel (e.g., teaching assistants or behavioral support workers). * To liaise with families and external providers where needed * To work with PMs, teachers, middle and senior leaders to identify and meet pupil needs * To support the school’s behavioural and inclusion strategies * To plan and deliver behavioural sessions where needed.   **Main Duties & Responsibilities:**  **1. Working with students**   * To be the full-time staff member in the Alternative Provision with pupils on long-term and short-term placements * To facilitate restorative conversations between students or between students and staff to repair relationships and build community. * To assist pupils in gaining essential qualifications * To ensure that needs are identified and addressed * To facilitate weekly interventions for groups of students * To liaise with families, year teams, subject teachers and external services to provide excellent education and care for all pupils and enhance their life chances * To mentor pupils and advocate for them, so that they stay in education * To provide a safe and happy learning environment * To actively support students around issues regarding their welfare and safeguarding and   adherence to statutory guidance (e.g., "Keeping Children Safe in Education") and responsibilities around identifying and escalating safeguarding concerns promptly.   **2. Working with systems**   * To effectively use Go4Schools to track the behaviour of students and groups of students that are causing concern within the House * To use data to analyse trends, evaluate the effectiveness of interventions, and report progress to relevant stakeholders, including SLT and governors * To support whole behaviour systems including focus week detentions, IER, House and Faculty Detentions and Leadership Team detention * To deal with behavioural incidents in accordance with School policy * To maintain records of interventions and meetings and communicate these effectively with relevant parties * To create and manage reintegration plans for students transitioning back into the main school from AP, ensuring continued support and monitoring. * To ensure that AP strategies align with the school's broader behaviour and inclusion policies, incorporating input from SLT. * To implement systems of recognition and praise for student progress in AP, which aligns with the school's emphasis on positive behaviour reinforcement. * To escalate serious concerns (behavioural, academic, or safeguarding) to senior leadership or   **3. Working with staff**   * To liaise with individual teachers, departments and faculties in relation to the monitoring of individual students’ behaviour * To liaise with and attend outside agencies regarding individual students   **4. Working with Families**   * To be the first port of call for parents in relation to student behaviour and barriers to learning * To form strong relationships with parents and carers * Conduct home visits where necessary to engage hard-to-reach families and improve student attendance and behaviour   **6. Data Protection**   * Be aware of your responsibilities under the Data Protection Act whilst carrying out your duties   **6. General Administrative Support**   * Facilitate any visits from outside agencies, ensuring room bookings, visitor requests, timetabling, student and staff communication, etc.   **7. Additional duties**   * To work within the framework of the school ethos, adhering to expectations at all times. * To maintain high standards of professional behaviour and presentation. * To take responsibility for Health and Safety in the post holder’s area of work. * Any other duties commensurate with the grade which may be required from time to time. * All staff are expected to take part in necessary training and staff development. * To cover lunch duties * First aider for AP (training will be provided)   **Other Duties & Responsibilities**  **In this role, you will be expected to:**   * engage with the wider school community, supporting and modelling the values and ethos of Lister  Community School at all times. * share and support the school’s responsibility to provide and monitor opportunities for personal and  academic growth. * abide by, and adhere to, all policies applicable to employees of both Lister Community School and the  Newham Community Learning Trust. |

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| **Equality and Diversity** |
| We are committed to and champion equality and diversity in all aspects of employment within the Newham Community Learning Trust. All employees are expected to understand and promote equality and diversity in the course of their work. |

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| **Safeguarding Children** |
| Lister Community School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment. It is the post-holder’s responsibility to promote and safeguard the welfare of children and young people with whom they have contact, and to adhere to and ensure compliance with the School’s Safeguarding and Child Protection Policy at all times.  If, in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children they must record the details and take appropriate action, according to the nature of the concern, to safeguard the young person and inform the relevant staff within school, including the Designated Safeguarding Lead. |