



Northumberland Church Of England Academy Trust

Job Description

Job Title: Alternative Provision Lead
School: Dukes Secondary School
Salary: Band 7
Responsible to: Assistant Principal [Inclusion]

Key purpose

To raise achievement through the effective leadership of the secondary phase curriculum, with specific responsibility for pupils in Alternative Provision. To take overall responsibility for students in Alternative Provision in relation to both academic and personal progress. Liaise effectively with other professionals to ensure a smooth transition into the next stage of education for each individual.

Main responsibilities

Reporting to the Assistant Principal [Inclusion], to assist the Principal:

- To develop a sound understanding of the school curriculum, alternative provision and pastoral care system.
- To develop strategies and policies which assist in the identification of early signs of disengagement and contribute to specific interventions to encourage re-engagement with the curriculum and school life.
- To embed those procedures in day to day student activities by training and briefing other staff. To work with the Learning support team to monitor/identify:
 - learners with low self-esteem/motivation
 - learners with family and school issues which impact on their school life
 - learners underachieving academically
 - To liaise with the Assistant Principal to identify an agreed caseload of students to work with
 - and to initiate projects and re-integration plans.
- To demonstrate and articulate high expectations and set realistic, obtainable targets.
- To work with subject and faculty leads to develop a curriculum to maximise student progress and achievement in Alternative Provision settings.

- To create relevant plans for curriculum delivery within AP settings, both on-site and through external providers and monitor the implementation of the plans and the progress being made by the pupils.
- To develop and implement strategies for overcoming barriers to learning i.e. behaviour, motivation, aspirations and academic achievement. This will include the development of 1:1 mentoring material for personal and shared use.
- To quality assure all external providers
- To raise standards of pupil progress and achievement within Alternative Provision and to monitor and support pupil progress.
- To work alongside the Head of PSHCE to ensure an effective programme of personal development, mentoring and SMSC education is in place.
- To monitor pupil progress, intervene where necessary, and provide reports and analysis to the SLT at each data capture point.
- To liaise with parents in regard to pupil progress data, reports and other matters.
- To play an active role in the Middle Leadership Team, assisting the Principal in leading the secondary phase to achieve the highest standards and outcomes for pupils.
- To report to the SLT on progress towards achieving targets, including regular completion of a report to SLT on matters relating to Alternative Provision.
- To work closely with the Pastoral team to ensure the smooth flow of information, integration of pupils and referrals are made effectively and in a timely manner.
- To ensure the Anglican ethos, Academy vision and Christian values of the Academy are clearly articulated, shared, understood and acted upon effectively by all.
- To motivate and work with others to create a shared culture and positive climate that reflects the vision and values of the Academy.

Other responsibilities

Developing self and others

- To treat all people fairly, equitably and to accept everyone has a right to their distinct identity.
To treat everyone with dignity and respect in line with the Christian ethos of the Academy.
- To build a culture of collaboration within the Academy and actively engage with groups of colleagues to build an effective community.

- To develop and maintain effective strategies and procedures for staff induction, professional development and performance review.
- To acknowledge the responsibilities of others and celebrate the achievement of individuals and teams.
- To regularly review own practice, set personal targets and take responsibility for own personal development.

Managing the phase

- To produce, implement and review clear, evidence-based improvement plans and policies for the development of the Academy and its facilities.
- To create and maintain an effective partnership with parents and carers to support and improve students' achievements and personal development.

This job description will be reviewed regularly and will be subject to change in line with the Academy's changing needs or requirements.

Person Specification

Job Title:	Alternative Provision Lead
Phase:	Secondary

Attitudes: The person appointed should be able to demonstrate: <ul style="list-style-type: none"> • That the education of every student as equally important; • A commitment to equal opportunities; • The belief in students' entitlement to a meaningful education; • An awareness that it is the responsibility of leaders to provide active support and challenge to colleagues; • Commitment to high quality in all aspects of their work; • An experience of collaborative approaches to working in partnership; • The importance of school systems for data tracking to raise achievement for students; • A commitment to the LIGHT values of the Academy. 	Essential: <ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	Desirable:
Skills: The person appointed must be able to: <ul style="list-style-type: none"> • Lead and inspire colleagues; • Lead and inspire students; • Work on their own initiative and be part of a team; • See tasks, plans and ideas through to completion; • Have an eye for detail; • Undertake complex, problem solving tasks such as data analysis; • Assimilate information quickly and respond rationally; • Communicate effectively with a wide variety of audiences; • Use ICT data systems effectively. • The ability to translate the Academy vision and values into daily work. 	Essential: <ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	Desirable:
Qualities: The person appointed will have: <ul style="list-style-type: none"> • A highly professional approach to their work; • Energy, enthusiasm and hope; • A drive to make things happen; • A passion to make a difference for young people; • A warm, open and optimistic disposition; • Consistently high expectations of achievement and discipline; • Loyalty, determination and persistence. 	Essential: <ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	Desirable:
Experience and Qualifications: The person appointed will have: <ul style="list-style-type: none"> • A proven track record of success in current role; • Led, or significantly participated in, a successful innovation or improvement strategy; • English and Mathematics GCSE A – C or equivalent • Knowledge and experience of external learning provision including vocational qualifications such as BTEC, NVQs etc. • Understanding of inclusion within a school setting • Prepared themselves for the post through appropriate professional development; e.g. CBT training, THRIVE, SEAL 	Essential: <ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ 	Desirable: