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 **Fulston Manor School**

**Alternative Provision Lead - Job Description**

**Responsible to: DSL/Deputy Headteacher**

As a school our motto is ‘Everybody Matters, Everybody Succeeds, Everybody Helps’ we hope you will join us in ensuring all students achieve their potential.

This is a busy position within the school requiring someone with a calm and professional disposition. You will need to be flexible, reliable and have a professional approach towards your work. The ability to work as part of a team is essential, however you will also need to be able to work independently and organise your time. You will be responsible for working each day with students placed into the schools alternative provision on a long-term basis and so the ability to form positive working relationships and support students to make progress is paramount.

**Job Role**:

* To make a valuable contribution to students learning and achievement.
* To contribute to students understanding of the impact of their decisions and of their behavior and help students to develop positive life skills.
* To work effectively with individual students and small groups and to oversee academic progress of students when in the Centre
* To deliver an engaging and inspiring curriculum which is bespoke to individual students needs
* To ensure clear and comprehensive records are kept on the students being supported
* To work on an individual or small group basis to discuss with students their reasons for their actions and to make clear choices and understand the consequences of their behaviour.
* To have good communication skills to be able to inform, persuade, inspire and motivate students and also provide feedback to staff as required.
* To contribute to weekly team meetings and meetings with external agencies as appropriate
* To organise and update resources, liaising with teaching staff as necessary
* To plan the student’s working day and ensure they are making progress.
* To work with the rest of the Bridge team to ensure students are supervised appropriately as necessary.
* To contribute to the weekly update on students issued to Leadership Group
* To work with students of concern as directed.

**Specifically:**

Supporting the student

* Drawing on the knowledge of various forms of additional need to develop an understanding of the students with whom you are working.
* To establish supportive relationships with the students.
* To structure their day to ensure they are working and making progress across the curriculum.
* Taking into account the special needs that may be involved, to aid students to learn as effectively as possible in both group situations and on his/her own by;

*Clarifying and explaining instructions, ensuring the student is able to use equipment and materials provided, motivating and encouraging the student as required, assisting in weak areas (e.g. language, behaviour, spelling, reading, handwriting and presentation), helping students to concentrate on and finish work set and meeting the physical needs as required whilst encouraging independence.*

Supporting the Behaviour re-integration unit

* To assist in the development of suitable programmes of support for students with behavioural difficulties, additional needs, anxiety, re-integration from alternative provision.
* To liaise with other staff as appropriate regarding concerns about the students.

Supporting the school

* To liaise, advise and consult with other members of The Bridge Centre/SEND Department when asked to do so.
* To be aware of school procedures.
* To contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school fulfil its development plans etc.
* To undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.
* Any other tasks as directed by the Headteacher which fall into the purview of this post.

**All staff will:**

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* Play a full part in the life of the school community, support its vision, ethos and policies and encourage staff and students to follow this example
* Fulfil responsibilities with regards to safeguarding (including reporting concerns to the DSL)
* Model Fulston Manor values to parents and students
* Be positive, dynamic and challenging in all aspects of work
* Foster the school’s inclusive ethos nurturing everyone regardless of race, gender, sexual orientation, religion or ability
* Take responsibility for their own learning and development
* Develop the skills and talents of other members of the community
* Ensure their own well-being and that of others by establishing an appropriate balance between life and work
* Play an active part in the life of the school and its community
* Develop social cohesion and positive links with the whole of our local community
* Agree annual performance targets, with a view to own continuous improvement
* Undertake any other duties that may reasonably be required by the Headteacher

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*

Fulston Manor School, Brenchley Road, Sittingbourne, Kent, ME10 4EG

Tel: 01795 475228 e-mail: sburden@fulstonmanor.kent.sch.uk

Website: [www.fulstonmanor.kent.sch.uk](http://www.fulstonmanor.kent.sch.uk)