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|  | **Alternative Learning Provision (ALP) Manager** |
| Role Title | ALP Room Manager |
| Job Purpose- general | * The role of the ALP Room Manager is to monitor a small group of students working out of mainstream lessons for the day due to behavioural incidents. The ALP manager should ensure that students who are undertaking a day in the ALP room are focussed and respectful of the sanction they are undertaking. The ALP Manager is responsible for collating the required work form the classroom teachers and ensuring student complete it to the best of their ability. The manager will develop and implement specific behaviour intervention strategies to engage disaffected learners out of a classroom setting.   *In common with all staff:*   * Act as a positive role model for the students and as an ambassador for the school at all times. Be fully aware of, and act on, child protection procedures whenever necessary and ensure all activity is in tune with the whole school development plan and the staff code of conduct. * To participate in meetings, training other staff development and CPD activities and performance development as required. * To be aware of and comply with all school policies and procedures including child protection, health and safety, security, confidentiality and data protection.   *Liaising with:*   * Deputy Headteacher: Child Protection and Conduct, Heads of Year, Year Managers, the attendance staff, all teaching staff. |
| Job Purpose - specific | * Monitor students’ use of the ALP room and ensure their experience is a consistent and meaningful one where they continue to engage with learning * Monitor students in the ALP room, ensuring they receive meaningful behaviour intervention to support their behaviour needs * Monitor students in the ALP room, ensuring they receive appropriate sanctions when required * Take part in daily closedown discussion as required ensuring members of the Inclusion Team and Pastoral teams are informed of patterns and attendance of students in the ALP. * Liaise with all staff to ensure appropriate and adequate work is provided * Collate and monitor resources provided to students on fixed term exclusion * Develop and implement suitable work resources for use in ALP * Carry out weekly and termly analysis of data relating to the ALP Room * Support students with emotional or behavioural problems and help develop their social skills. |
| Line Manager | *Accountable to/line managed by:*  Deputy Headteacher: Child Protection and Conduct |
| Notes | All job descriptions are current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job, which are commensurate with the salary and job title. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. |
| Pay Scale | Sandwich Technology Support Staff Band 5  37 hours per week, term time only. |
| Name |  |
| Signature |  |
| Date |  |