

JOB DESCRIPTION

Assistant Centre Manager of Alternative Provision

FULL TIME

Job Title:	Teacher of Alternative Provision
Reporting To:	Centre Manager of Alternative Provision
Liaising With:	Teachers, Tutors, Support Staff, SLT, parents, any other relevant faculty and outside agencies.

Role Purpose:

- To support the management of Turner Schools Alternative Provision.
- To support student development to appropriate destinations via a bespoke curriculum model.
- To ensure good order, discipline, classroom engagement and attendance of said groups within the centre.
- To ensure a culture of safeguarding is embedded across the centre.

Responsibilities:

Under the direction of the Centre manager of the Alternative Provision;

- Ensure the safeguarding of staff and students, working with external agencies as required.
- To continuously monitor and evaluate the effectiveness of the Centre.
- To contribute and implement an ongoing development plan for the centre as a whole in conjunction with the Centre Manager and Trust lead for Alternative Provision.
- To be an excellent communicator who ensures all information is disseminated to their team and the wider schools and Trust Leadership where appropriate.
- Be an excellent teacher and contribute to the development of all staff, in conjunction with the Centre Manager and Trust Lead of Alternative Provision, in aspiring to this goal through targeted coaching and CPD programs.
- To support the Centre Manager in developing and sustaining a highly effective and inspirational environment that is conducive to learning where students and staff feel comfortable to learn and seek support.
- To support the Centre Manager in monitoring the teaching and learning in the centre
- Undertake effective line management of all assigned staff.
- To support the Centre Manager in developing a personalised and supportive PSHE curriculum for the Centre.
- Utilise data (behavioural, attendance and academic progress) and relevant documentation, EHCPs etc, to provide and deploy relevant interventions to resolve barriers to learning.
- To communicate with parents promptly and professionally as required to support and encourage student learning and/or behavioural expectations, keeping logs of all contact.
- To support the Centre Manager in organising target setting and open days to ensure accurate information is relayed to the parents and carers.
- In conjunction with the careers and guidance team help students create realistic pathways for post 16.

- Ensure the centre is both sufficiently resourced and maintained.
- To carry out, as requested, from time to time, any other relevant duties as may be reasonably required by the Centre Manager or the Trust Lead of Alternative Provision.

Personal Qualities and Attributes:

This position requires the following personal qualities and attributes:

- To contribute towards the Trust's vision and ethos. This person must enjoy completing their work in a professional and positive manner, relish solving problems and take pride in helping people; · Determination to improve standards and outcomes in non-selective education on the south-east Kent coast;
- Interest in playing a part, through education, in the regeneration of Folkestone;
- Hold high ethical standards;
- Strong interpersonal, written and oral communication skills;
- Motivation to improve standards and achieve excellence;
- Demonstrate honesty and integrity;
- Excellent organisational skills;
- Ability to communicate effectively, professionally and assertively with staff, pupils/students and parents and external agencies;
- To be an ambassador for Turner Schools in dealing with external persons, and to be an admired and respected member of the team by internal faculty and pupils/students;
- To enjoy helping others and be able to resolve any issues in a professional, calm and measured manner;
- To be highly motivated and to have a flexible approach towards work and working hours.

Qualification/Experience Criteria:

- Hold QTS/equivalent or desire to work towards qualified teacher status
- Have a degree or relevant equivalent
- Experience of working with young people in an educational setting

Other Duties:

- To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace.
- Share the Trust's commitment to safeguarding and promoting the welfare of all young people through having knowledge of Government guidelines and safeguarding policies as appropriate within the schools.
- Ensure that **all** duties and services provided are in accordance with **all** Turner Schools policies and the school's procedures in line with code of conduct/professional expectations.
- To undertake training as necessary.
- To actively engage in the performance development process.
- To be willing and enthusiastic in engaging with continuous professional development.
- To undertake any other duty as specified by the Senior Leadership Team not listed above.
- To be a key part of the life of the Turner Schools community, to support both the values, vision and ethos of Turner Schools and encourage pupils/students to follow this example.



All job descriptions may, following consultation with you, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Employees are expected to comply with any reasonable request from the line manager or the Senior Leadership Team 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.

Turner Schools 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.

Acceptance:

I confirm that I have received and understand the job description which may be changed to reflect or anticipate changes in the job, which are commensurate with the salary and job title:

Name.....

Signed.....

Dated.....

Line Manager.....

Signed.....

Dated.....