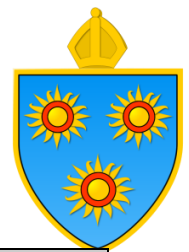


# ST EDMUND'S CATHOLIC SCHOOL

*'A learning community, a faith community, a vibrant, forward looking community'*



## ST EDMUND'S CATHOLIC SCHOOL JOB DESCRIPTION ALTERNATIVE CURRICULUM MANAGER

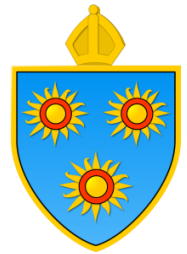
**Reporting to:** Senior Assistant Headteacher  
**Salary:** KR6  
**Hours:** 37 hours per week, 39 weeks a year  
**Contract type:** Full Time, Permanent

### Duties and Responsibilities

- Work under the direction of the SLT/Line Manager.
- Manage the implementation and resourcing of the Alternative Curriculum.
- Ensure resources provided by class teachers are completed by students.
- To create and enforce a highly structured environment for students with consistency of expectation and clarity about the use of rewards and sanctions.
- To create a culture of aspiration and high expectation in students with an emphasis on developing the social skills of students in particular skills of collaboration and respect.
- To be responsible for delivering of appropriate behaviour strategies and interventions as directed by SAH/SENCO which will contribute to improved behaviour within the classroom setting.
- Work with House Teams/SAH to analyse behaviour and data to monitor and evaluate the effectiveness and impact of the strategies used.
- Organise and collate work and resources from each subject to be stored in the Alternative Curriculum.
- Organise suitable work for students to complete within the Alternative Curriculum provision.
- Ensure that the students within the Alternative Curriculum provision SIM'S records are complete and up to date.
- To ensure that SIMS reports, Risk Assessments, Behaviour Strategy Assessments and PSPs are available for meetings as and when required.
- Collate statistics on students sent to the Alternative Curriculum room as needed.
- Liaise with main office and Heads of House/SAH in relation to use of Alternative Curriculum.
- Supervise and support students as required during social time.
- Be aware of and comply with school policies and procedures relating to child protection, safeguarding, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.
- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professional to enable the school to fulfil its development plans.
- Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.
- Attend relevant meetings by arrangement.
- Participate in the school's annual system of Performance Management and to maintain a CPD portfolio.
- Be alert to the health and safety of the working environment and to advise teachers of any health and safety concerns.
- Mentor and assist students with SEN need as required (this may be useful if we only have a few students in the Alternative provision)

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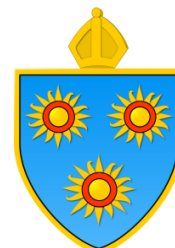


## **Other areas of responsibility**

- Undertake training required to develop in the role.
- Display a commitment to child protection and safeguarding. Report to the Academy Principal any behaviour by colleagues, parents and children which raises concern.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- The Alternative Curriculum Manager may be required to undertake any other reasonable tasks as required by the Executive Principal, Line Manager or Academy Principal.
- This job description is current at the date shown, but, in consultation with the postholder, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.
- The job holder may be asked to work at other schools within the Kent Catholic Schools Partnership Trust.

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## ST EDMUND'S CATHOLIC SCHOOL PERSON SPECIFICATION ALTERNATIVE CURRICULUM MANAGER

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Good general standard of education, preferably to at least NVQ2 or equivalent</li> <li>• First aid at work qualification or a willingness to work towards qualification (appropriate training will be provided as necessary)</li> </ul>	Hold GCSE Maths and English, or equivalent.
Specific Skills, Experience and Knowledge	<ul style="list-style-type: none"> <li>• Experience of working with confidential information</li> <li>• Computer literacy - ability to produce a range of documents and reports, including non-standard reports, using Windows WP package, Excel spreadsheet and database functions.</li> <li>• Interpersonal, organisational and administrative skills.</li> <li>• Ability to develop and maintain effective computerised and manual filing systems.</li> <li>• Ability to organise and prioritise workload to achieve deadlines.</li> <li>• Commitment to equalities and the promotion of diversity in all aspects of working.</li> <li>• Familiarity with policies concerning Health &amp; Safety, AEN and equal opportunities.</li> <li>• Able to set tasks which challenge students and ensure high levels of student interest.</li> <li>• Set clear targets for student's learning.</li> <li>• Confidently deal with subject related questions students raise.</li> <li>• Provide clear structure for lessons and for sequences of lessons, in the short, medium and long term, which maintain pace, motivation and challenge for students.</li> <li>• Have a good standard of behaviour management.</li> <li>• Ability to track and assess student progress and engagement.</li> </ul>	<p>Previous experience of SIMS or equivalent.</p> <p>Previous experience of working with children and young people, preferably within an educational setting.</p> <p>Mark and monitor students' assigned classwork and homework, providing constructive feedback to enable future progress.</p>
Personal Qualities	<ul style="list-style-type: none"> <li>• Excellent record of punctuality and attendance.</li> <li>• Excellent written and verbal communication skills.</li> <li>• Excellent organisational capabilities.</li> <li>• Able to remain calm under pressure, to prioritise work, to work effectively as part of a team and to manage change.</li> <li>• Ability to relate to pupils, their parents/carers and staff.</li> <li>• Exhibit flexibility, resourcefulness, initiative, adaptability, confidence.</li> <li>• Continually looking at ways to improve quality of service.</li> <li>• Approachable and a good sense of humour.</li> <li>• Willing to undertake relevant training to develop performance.</li> <li>• Supportive of the School's Catholic Ethos.</li> <li>• Ability to engage constructively with and relate to a wide range of children/young people and families/carers.</li> <li>• Ability to motivate and re-engage disaffected students.</li> <li>• Ability to encourage pupils to interact with others and be socially responsible.</li> </ul>	Desire and potential to progress to further promotion.