

JOB DESCRIPTION

Trust Lead of Alternative Provision

Job Title:	Trust Lead of Alternative Provision
Reporting to:	Executive Principal Secondary
Reporting Lines:	Alternative Provision Teachers, Support Staff in Alternative Provision
Salary:	Leadership scale dependent on prior experience and demands of the role

Role Purpose:

- To play a major role in developing alternative provision across the Trust. Working under the direction of the Executive Principal, the Trust Lead of Alternative Provision will contribute to setting out a range of support and provision so that all children thrive and can be a success;
- The duties outlined in this Job Description are in addition to those covered by the latest 'School Teachers' Pay and Conditions Document'. It will be reviewed regularly with you, to reflect or anticipate changes in the job, commensurate with the salary and area of responsibility;
- As well as being an excellent practitioner in their own right, the head of alternative provision is expected to contribute to innovation across the trust so that our children, especially those who struggle in the mainstream succeed in education and life and the school is an engaging place to come to work;
- To ensure and maintain a positive, calm learning environment through endorsing appropriate behaviour of pupils in line with the Trust values;
- To ensure that Turner Schools are places where all children thrive by upholding and modelling the Trust's values in all aspects of the role.

Responsibilities:

- Serving as an ambassador for the Trust and the Academy;
- Assisting the Executive Principal in the strategic and operational management, development and leadership of alternative provision across the trust;
- Ensuring the achievement of our ethos, aims and objectives;
- To play a leading role in developing policy in the range of provision at both KS3 and KS4 which guides effective practice in accordance with the aims and objectives of the trust;
- Ensuring that all the pupils make excellent progress including in lessons where pupils struggle, and to be an expert teacher, acting as a role model for all staff, with commitment to the Trust's approach;
- Modelling and maintaining high standards of conduct and behaviour;
- Taking responsibility as determined by the Executive Principal for the planning, monitoring and evaluation of provision of teaching and learning within their defined areas of responsibility.
- Taking responsibility for some training as determined by the Executive Principal.

- Developing a safe, healthy and purposeful environment in which to learn and work;
- Managing relationships with all key stakeholders, including senior leaders at other schools within the Trust's partnership;
- Teaching: all leaders will have a teaching load; the Trust Lead for Alternative Provision will be expected to have a strong track record of excellent teaching and deep knowledge of and enthusiasm for effective learning and teaching of the most challenging pupils;
- Collaborating on the school's curriculum to develop a powerful education for our pupils as well as developing partnerships with local, regional and national groups to enrich pupils' cultural capital.
- Support the Senior Leadership Team to recruit, train, motivate, retain and mentor all staff.
- Maintain high expectations of pupils and staff.
- Ensure all staff are well supported and can see a clear path to career progression;
- Play a key role in ensuring high levels of staff wellbeing and morale;
- Work with the Senior Leadership Team, Trust team and Local Governors to ensure robust operational systems are in place that support the trust's efficient and effective functioning;
- Maintain strong working relationships with the relevant agencies;
- Develop productive practice with the schools in the wider local area and develop partnerships with key stakeholders including the LA. .

Personal Qualities and Attributes:

This position requires the following personal qualities and attributes:

- They should be excellent strategic leaders, working to improve standards at trust and whole school level for pupils who struggle in the mainstream;
- They are excellent team leaders, capable of building a successful team and getting the best out of colleagues, including those who they do not manage.
- They are excellent leaders of pupils, commanding respect and being a positive presence around the schools in the trust. At the heart of their work should be to build self-esteem, imbue moral values and motivate the pupils to do their best.
- They are excellent managers, highly organised and operating efficiently and effectively in all areas of their work.
- They are expected to think creatively about the schools in which they work, to be prepared to take risks and to innovate. They should be excellent communicators with a high degree of emotional intelligence. They should be energisers, demonstrating a positive mental attitude around the trust and in all areas of their work.
- They are expected to be loyal to the Executive Principal and to pursue and deliver leadership strategies and agreed actions in a positive and consistent manner;
- Ability and willingness to contribute towards the Trust's vision and ethos;
- 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;
- High ethical standards;
- Strong interpersonal, written and oral communication skills;
- Motivation to improve standards and achieve excellence
- To be an ambassador for the Academies and the Trust in dealing with external persons;
- 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 Criteria:

- *A strong academic track record to degree level and above.*
- *To hold Qualified Teacher Status (QTS);*
- *Evidence of ongoing Continuous Professional Development.*

Other Duties:

- To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace;

Along with the Senior Leadership Team to take responsibility for:

- The strategic direction and development for key groups of pupils in the trust.
- Taking a leading role in developing a learning culture in line with the Academy expectations in creating a learning environment in line with the values of the academy with high expectations in relation to the specific responsibilities above.
- Anticipating, planning and making provision for future demands.
- Identifying the need for and leading the process of innovation, change and improvement in relation to the specific responsibilities above.
- Resource and financial management.
- Developing effective pupil voice.
- Day to day management of the Academy in which they are working.

Along with all members of the Senior Leadership Team to have line management responsibility involving:

- Monitoring standards of achievement through regular meetings with the relevant members of staff and through lesson observations and attendance at meetings; offering advice, support and challenge.
- Ensuring the implementation of Academy policies.
- Working closely in a coaching role with the staff being line managed in planning for and implementing improvement.

Other Senior Leadership Responsibilities:

- To lead staff by example, being highly visible and promoting good order throughout trust schools.
- Assist in the appointment of staff following 'Safer Recruitment Procedures'.
- Assist in the preparation and review of Academy policy documents.
- To ensure effective communication within the Academy community.
- Share the Trust's and the Academy'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 Academy
- Ensure that all duties and services provided are in accordance with all Turner Schools policies and the Academy's procedures in line with staff code of conduct/professional expectations;
- To undertake training as necessary;
- To actively engage in the performance management process;
- To be willing and enthusiastic in engaging with continuous professional development;
- To undertake any other duty as specified by the Executive Principal not listed above;
- To be a key part of the life of the Academy community, to support both the values, vision and ethos of the Academy and Turner Schools and encourage pupils 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 Principal 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 is a supplement to the subject specific teaching job description, both of 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.....