**SCHOOL: Oxclose Community Academy**

**Address: Dilston Close, NE38 0LN**

**Tel: (0191) 4195120**

**Email: contact@oxclose.net**

**Web:** [**www.oxclose.net**](http://www.oxclose.net)

**Headteacher: Mrs P Hegarty**

**Number on Roll: 1124**

**Position: Alternative Education Manager**

 **Permanent**

 **39 hours per week**

 **Term Time Only – 39 Weeks**

 **Start Date: September 2023**

**Salary: NJC 26-30 (Depending on Experience and Qualifications)**

 **£29,669 - £32,725 pro rata**

An exciting opportunity has arisen, due to promotion, for a highly skilled manager to lead the Alternative Provision of Education in Oxclose Community Academy Discover Learning Centre. We are looking for a suitably experienced candidate to join our very successful academy from September 2023.

Oxclose Community is a “Good” school and an innovative and forward looking place to work. We have a strong ethos of staff wellbeing. This is a rare opportunity to join a very successful team and continue to build the strength of our alternative curriculum provision.

**Being part of the Discover Learning Trust will offer:**

* Term time employment
* Free access to our gym
* Free parking

**The successful candidate will have:**

* Experience of leading alternative Education
* GCSE grade 5 (or equivalent) in English , maths and at least 3 other subjects
* Relevant training in alternate provision (Education)
* Qualified to degree level, QTS preferential but not essential

**The successful candidate will be required to:**

* To plan the structure of the Alternative Education Provision and the deployment of staff to support students.
* Manage action planning, target setting and monitoring of progress of individual pupils within the AEP;
* Review the progress of the pupils, keeping accurate and appropriate records;
* Devise, implement and deliver (with colleagues as appropriate) a personalised, bespoke academic programme to support pupil progress and engagement;
* Devise, implement and deliver (with colleagues as appropriate) programmes of personal development for the pupils;
* Devise, implement and deliver (with colleagues as appropriate) focussed and appropriate intervention programmes to support pupils in improving their behaviour;
* Complete individual Behaviour Support Plans for pupils and review plans with parents, pupils and other professionals within a given timeframe;
* Produce individual reintegration plans for pupils returning to identified mainstream lessons;
* Manage links between the pupil and parents/carers to support and encourage achievement;
* Devise and implement strategies (with colleagues as appropriate) to involve parents/carers and school staff in the establishment of strong home/school links;
* Work alongside other staff in school, especially behaviour and Learning Support and from other agencies to deliver high quality and effective support;
* Maintain good communication with all staff on an individual or whole school level;
* Participate in transition activities and strategies for pupils moving to further education;
* Establish and maintain links with LA advisors and with established ‘good practice’ for Alternative Education;
* To develop links and liaise with work placement providers and to monitor pupils who are on work placement;
* Keep records of all contacts;
* Manage the preparation and dissemination of resources;
* Analyse the data gathered and disseminate information to appropriate staff and governors;
* Undertake self-evaluation and contribute to the team and whole school evaluation;
* Line management of staff in the Alternative Education provision

Oxclose Community Academy is committed to creating a diverse workforce. We’ll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Oxclose Community Academy is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. As part of our due diligence and to comply with our obligations in line with Keeping Children Safe in Education, an online search of publicly available information will be undertaken for all shortlisted candidates. The successful applicant will be subject to provide an enhanced DBS disclosure.

To apply for the role, please contact Laura Fittes for an application pack: fittes.l@oxclose.net.

To arrange a visit to the academy, please contact Andrea Knapp: knapp.a@oxclose.net

**Closing Date: Midday - Tuesday 27th June 2023**

**Interviews: W/C 03rd July 2023**