JOB DESCRIPTION

**Job Title: Alternative Education Manager**

**Grade: SCP Range 26-30**

**Working Hours**: 39 Hours per week- Term time only - 39 weeks per year

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

* To plan the structure of the Alternative Education Provision and 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

**Personal and Professional Conduct**

* A member of staff is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct, whilst working at the school
* Members of staff are expected to maintain high standards of ethics and behaviour within and outside school by;
* Treating students with dignity, building relationships rooted in mutual respect, and at all times observing boundaries appropriate to a staff member having a regard to the need to safeguard students, in accordance with statutory provisions
* Showing tolerance and respect for the rights of others
* Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance to this with different faiths and beliefs
* Ensuring that personal beliefs are not expressed in ways which could exploit students’ vulnerability or might lead them to break the law
* Members of staff must have proper and professional regard for the ethos, policies and practice of the school in which they work, and maintain high standards in their own attendance and punctuality
* Code of conduct: The school expects all staff to ensure that their standards of conduct are, at all times, compliant with Discover Learning Trust Code of Conduct.

**Additional duties/Responsibilities**

To comply with any reasonable request to undertake work of a similar level that is not specified in this job description.

**Equalities**

The Trust had a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, undertake appropriate training and challenge racism and all forms of discrimination.

**Health and Safety**

Every employee is responsible for their own Health and Safety, as well as that of colleagues, students and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management personnel.

**Fluency Duty**

This role has been identified as falling within the definition of requiring fluency in spoken English. You will be required to speak English with confidence and be able to conduct a conversation and answer questions for extended periods of time.