

JOB PROFILE		
Department:	Education	
Job title:	<u>Alternative Provision and Outreach Manager</u>	
Reports to:	Principal / Teacher with Responsibility for AP and Outreach	
Level/Grade:	Hours of work: 36 Hours Per Week/ Term Time Only /	Salary Scale: R5 /Spine Point 27-34 Actual Salary £25,300.21 - £28,631.52 per annum (FTE £29,546.00-£32,993 per annum)
<p>Job Purpose:</p> <p>JOB</p> <ul style="list-style-type: none"> • To manage and oversee all forms of Alternative Provision (AP) used at GGS, in its day-to-day operation, ensuring the provision is effective, appropriate and meets the needs of all students who access it • Work alongside the Pastoral team to increase student engagement and reduce absence and exclusion rates • To raise attainment for those students most at risk of underachievement, through the delivery of bespoke learning and enrichment programmes for these students • To lead intervention sessions and mentor of students • To support the management and development and staff as appropriate 		
Job Description		
<p>Key Accountabilities:</p> <ol style="list-style-type: none"> 1. Strategic Direction 2. Teaching & Learning 3. Curriculum Responsibility 4. Safeguarding 5. Administration 6. Leading & Managing Staff 7. Continuing Professional Development 8. Other duties 		
<p>1.Strategic Direction</p> <ul style="list-style-type: none"> • To work alongside the Teacher with Responsibility for AP and SLT, to develop a strong AP strategy that provides avenues of curriculum support for GGS students • To develop robust AP procedures that ensure all AP is of the highest quality and provides the outcomes that we demand of it • <p>2.Teaching & Learning</p> <ul style="list-style-type: none"> • To maintain accurate and up-to-date attendance records of all students engaged with AP • To maintain accurate and up-to-date assessment records of all students engaged with AP • To ensure that all students engaged in off-site AP are visited regularly 		

3. Curriculum responsibility

- With the Teacher Responsible for AP, Quality Assure the curriculum offer of all AP providers.
- Support students engaged in AP activities in accessing their curriculum (ie – transport, IT resources)
- Work with the Safeguarding Team to ensure that AP maintains the highest quality of safeguarding for all students
- Ensure equality of opportunity for staff and students engaged with AP
- To identify appropriate AP for students who are not engaging with the core curriculum offer
- To work with a range of different providers to build curriculum pathways suitable for students unable to access the core curriculum offer
- To work with SLT, SENCO, teachers and support staff to identify students who require the support of AP

4. Safeguarding

- To undertake Level 3 Safeguarding Training
- To be a member of the wider safeguarding team
- To attend weekly safeguarding risk and review meetings
- To support the safeguarding team in home visits when required
- To monitor the quality of safeguarding at all APs
- To attend multiagency meetings (CIN, TAF etc) for students engaged in AP

5. Administration

- To maintain high quality, up-to-date records of all AP, including records of
 - Attendance
 - Assessment
 - Quality Assurance
 - Visits
 - Case Studies
 - Risk Assessments
- Maintain an up-to-date knowledge and understanding of the AP sector, in particular being aware of all local AP opportunities, whether we employ them or not

6. Leading and Managing Staff

- To manage all GGS staff who are involved in supporting the delivery of AP
- Lead the QA of AP across all APs

7. Continuing Professional Development

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in relevant areas including subject knowledge and teaching methods
- To achieve any performance criteria or targets related to the management post arising from the School's Performance Management arrangements
- To engage in the Performance Management Review process.
- Undergo regular observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD).
- Maintain any relevant memberships to professional bodies, commensurate with the job role

8. Other

- Drive school vehicles when required
- Be aware of school policies and procedures
- Ensure own safeguarding and behaviour management qualifications are up to date
- Organise and take part in educational visits, including undertaking risk assessments

