**Job Title:** Alternative Provision Coordinator

**School:**  Rayner Stephens High School

**Department:** Education – School Support

**Responsible to:** Deputy Headteacher, Headteacher

**Grade:**  Grade G - SCP 23-28

**Position:** Term Time Only– 36 Hour per week

**PURPOSE OF POST:**

The postholder will report directly to the Headteacher, but this responsibility will usually be delegated to the Deputy Headteacher in charge.

The post holder will ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in on-site and off-site Alternative Provision programmes, in accordance with the aims of the school and the curricular policies determined by the Headteacher and the Governing Body.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

* To be responsible for identifying, leading and developing Alternative Provision (AP) Education suitable for the individual needs of the students.
* The day-to-day co-ordination and monitoring of on-site AP provisions for students requiring a temporary curriculum outside the classroom setting.
* The co-ordination and monitoring of off-site temporary AP provisions including co-ordination of work for Fixed Term Suspensions and Home School thereby ensuring that these students experience an educational programme that is appropriate and personalised to their needs.
* The co-ordination of paperwork for placements and monitoring of attendance and student profiles whilst at the placement.
* To be responsible for identifying, visiting and quality assuring off-site AP provision liaising with appropriate External Agencies.
* To assist in the process of the setting of targets within AP Education and to work towards their achievement.
* To monitor and communicate the overall progress and development of students who study at an off-site AP provision, liaising with Heads of House and Head of Departments along with SLT to initiate appropriate intervention and celebration.
* To lead and support curriculum development within AP education actively monitoring and responding to curriculum development and initiatives at national, regional and local levels and working with Faculties, Inclusion Faculty, Literacy and Numeracy Co-ordinators to develop appropriate curriculum resources and activities.
* To participate in the monitoring and evaluation of AP Education in line with agreed school and external assessment procedures ensuring whenever possible that all students who follow an Alternative Curriculum will be entered for external accreditation.
* To assist in the production of reports on examination performance, including the use of value-added data.
* To liaise with families of students who are following an Alternative Curriculum to ensure that they receive appropriate information, advice and guidance.
* To develop partnerships to enhance provision.
* To ensure the effective operation of quality assuring and control systems, in particular in relation to partnership work and off-site provision.
* To work alongside SLT to assist in the management of the delegated budget of AP Education, and to ensure that the curriculum mapping of AP provision reflect the needs of the students and the aims and objectives of the school.
* To report on the progress of all pupils who follow an Alternative Curriculum every half-term.
* To undertake any reasonable duty at the request and discretion of the Headteacher.
* To work with the SLT to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
* To assist in the implementation of school Policies and Procedures, for example Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc.
* To undertake any appropriate training.
* To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
* The undertake any reasonable duty at the request and discretion of the Headteacher.

Rayner Stephens High School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS and other pre-employment checks.