



# Job Description



## Alternative Provision Leader (Grade 6)

<b>POST TITLE:</b>	Alternative Provision Leader
<b>GRADE:</b>	Grade 6: SCP 11 - 19
<b>CAR USER:</b>	NA
<b>LOCATION:</b>	Mount Carmel RC High School
<b>RESPONSIBLE TO:</b>	Deputy Headteacher leading on Behaviour, Attendance & Attitudes
<b>STAFF RESPONSIBLE FOR:</b>	NA
<b>WORKING HOURS</b>	37.5 hours per week. 8.00am - 4.00pm (30 min unpaid lunch daily) Term Time only*. <i>*Please see 'Additional hour's information</i>

### **JOB PURPOSE: The main objectives to be achieved by the Postholder**

Providing stability, continuity and contributing positively to pupil progress by ensuring the effective implementation of the behaviour policy while pupils are not in class

### **MAIN ACTIVITIES What the Postholder will actually do. What prescribed duties the postholder will have:**

#### **Core Responsibilities**

1. Maintain accurate records of the pupils who are not in their timetabled class
2. Ensure policies and procedures are followed for those pupils not in their timetabled class
3. Maintain the detention system through the SIMS system
4. Ensure messages are sent to parents when necessary
5. Assist with the daily recording of detention attendance and follow this up by updating the SIMS system
6. Collect pupils from class when they need to be removed and deliver to Reflect of their Pastoral Team as required
7. Undertake the supervision and management of the Reflect Room, supporting and assisting pupils of all abilities and across the full age range who are placed in this provision. This may involve working independently or alongside another member of school staff to ensure appropriate supervision and support
8. To provide reflection sheets for students placed in the Reflect Room
9. Promote positive pupil behaviour and conduct and manage pupil behaviour in line with school's policy and procedures, implementing disciplinary measures as required.
10. To develop positive relationships with pupils and staff
11. To promote the inclusion and acceptance of all pupils.
12. Support pupils consistently whilst recognising and responding to their individual needs.
13. Ensure policies and procedures are followed for placing pupils in the Reflect Room with effective communication with staff and parents
14. Be aware of and comply with policies and procedure relating to child protection, health and safety, security, confidentiality and data protection
15. Ensure accurate records are produced and kept in order to improve behaviour across the school including strikes, removes, internal exclusion, suspensions and permanent exclusions.
16. To report exclusions to key stakeholders and the LA and prepare paperwork associated with both Suspension and Permanent Exclusions
17. To liaise with other schools to 'direct' our pupils into other schools, or to take pupils from other schools
18. To ensure the weekly rewards prize draw is administered across school

### **Other Occasional Responsibilities**

19. To sometimes supervise individuals, small groups or classes of pupils.
20. To undertake training in classroom management as appropriate.
21. To also undertake duties supporting the Pastoral Team as and when required.
22. To undertake supervision of detentions
23. Oversee the whole school SIMS developments with regards to achievement and behaviour records assisting with analysis and communication across the school and with home
24. To manage the 'Star of the Half Term' reward
25. To promote high levels of attendance with all pupils

### **Support for the School**

26. To support the promotion of positive relationships with parents and outside agencies.
27. To work within school policies and procedures.
28. To attend staff training/meetings as appropriate.
29. To take care for their own and other people's health and safety.
30. To be aware of the confidential nature of issues related to home/pupil/teacher/school work.
31. To invigilate internal and external examinations when required.
32. To assist in providing a purposeful, orderly and supportive environment for learning.
33. To be a member of the duty team as and when required

### **Support for the Curriculum**

34. To be familiar with the content of the school curriculum
35. To assist in the delivery of appropriate programmes of work
36. To support the use of ICT in learning activities
37. Keep relevant resources from all curriculum areas which pupils placed in the Reflect Room and on school detentions can use

### **Additional Hours**

There is a requirement for the successful applicant to work additional hours over the academic year as directed by the Headteacher and Line Manager, including attendance at INSET days and twilight sessions. The additional hours may be claimed as either paid hours or time off in lieu (TOIL).

**Note: In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The school 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. This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade



# Person Specification

## Alternative Provision Leader

### Requirements

(based on the job description)

#### Qualifications

GCSE English & Mathematics Grade C or equivalent

**Essential (E) To be identified by:**  
**or (e.g. application form,**  
**Desirable (D) interview, reference etc.)**

E Application

#### Experience

- Experience of working with children E Application/Interview
- Experience of working with children in a relevant classroom/service environment D Application/Interview
- Experience of administrative work E Application/Interview
- Experience of supporting pupils with challenging behaviour D Application/Interview

#### Knowledge/skills/abilities

- Ability to relate well to children E Application/Interview
- Ability to work as part of a team E Application/Interview
- Good communication skills E Application/Interview
- Ability to supervise and assist pupils E Application/Interview
- Time management skills E Application/Interview
- Organisation skills E Application/Interview
- Knowledge of classroom roles and responsibilities E Interview
- Knowledge of the concept of confidentiality E Interview
- Ability to relate well to parents/carers D Application/Interview
- Knowledge of KS3/KS4 Curriculum D Application/Interview
- Knowledge of numeracy & literacy strategies D Application/Interview
- Ability to make effective use of IT E Application/Interview
- Understanding of how to motivate young people D Application/Interview
- Ability to plan and deliver work programmes D Application/Interview
- Flexible attitude to work E Application/Interview
- Empathy with the schools faith & values E Application/Interview

#### Other

- Commitment to undertake in-service development E Interview
- Commitment to safeguarding and protecting the welfare of children and young people E Interview
- Commitment to equality and diversity E Interview
- Commitment to health and safety E Interview
- Must maintain good attendance at work E Application/Interview

#### Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

#### Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.



## APPLICATION PROCESS

**Posts that involve engaging in regulated activity relevant to children.**

**It is an offence to apply for a post if the applicant is barred from engaging in regulated activity relevant to children.**

### **Application Process**

Applicants should submit an application form along with a formal supporting letter addressed to the Chair of Governors detailing why they would like to be considered for the role. The letter of application should be a maximum of 2 sides of A4, Arial Font size 11, with normal margin settings. The letter of application should

- Be accurate and legible
- Be underpinned by an overall philosophy and have an understanding of Catholic education and how you will support the distinctive ethos of the school
- Be clear and concise clearly outlining how your experience has prepared you for the post.
- Outline a clear educational philosophy and link this with the requirements of the post including your future professional aspirations

**Return application forms and supporting documentation to [vacancies@mountcarmelhigh.lancs.sch.uk](mailto:vacancies@mountcarmelhigh.lancs.sch.uk)**

Note: We will always consider your references before confirming a job offer in writing.

Standalone CV's will not be accepted.

Please read the Application Guidance Pack located on the school website for guidance on how to complete an application form.

The Job description, person specification and application form are available from our website: [www.mountcarmelhigh.co.uk](http://www.mountcarmelhigh.co.uk).

**Mount Carmel is committed to safeguarding and promoting the welfare and safety of children and young people and expects all members of staff to share this commitment. Enhanced DBS check is required for this post.**

Thank you for your interest in this position at Mount Carmel Roman Catholic High School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure. As this post is exempt from the Rehabilitation of Offenders Act, if you are shortlisted for interview you must declare any convictions, including pending convictions, cautions, reprimands and warning which would otherwise be regarded as 'spent' under this Act. Further details will be sought prior to appointment. Please see the Recruitment Guidance pack on our website for further information. An Enhanced Disclosure is carried out by the Disclosure and Barring Service and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records. All information on criminal records provided both by you and within the Enhanced Disclosure will be used and stored.

### **Re-employment of Ex-Offenders.**

Please see the Recruitment Guidance pack on our website for further information: [www.mountcarmelhigh.co.uk](http://www.mountcarmelhigh.co.uk)



### **Child Protection Policy Statement**

In this school, the welfare of the child is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

**Safeguarding & Child Protection Policy** Please see the Recruitment Guidance pack on our website for further information: [www.mountcarmelhigh.co.uk](http://www.mountcarmelhigh.co.uk)

### **Shortlisted Candidates**

Please note that in line with Keeping Children Safe in Education 2022 an online search will be carried out as part of our due diligence on shortlisted candidates.

Mount Carmel RC High School  
Wordsworth Road  
Accrington  
Lancashire  
BB5 0LU  
01254 233458

[vacancies@mountcarmelhigh.lancs.sch.uk](mailto:vacancies@mountcarmelhigh.lancs.sch.uk)

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