

# Holy Family Catholic School & Sixth Form

**Job Description:** Alternative Provision Manager

**Accountable to:** Associate Head in charge of Behaviour and Safeguarding  
Vice-Principal – Head of Site  
Headteacher

**Salary** (Pt 30 £35,751 – Pt 32 37,722 pro rata (36 hrs - 45.6 wks))

In September 2021, Holy Family Catholic School will be opening its onsite satellite alternative provision. The provision will be used by students across the borough who have been referred as a result of their mental health and anxiety. The provision will provide both a therapeutic and academic support package to support our young people so that they are able to return to their mainstream school with confidence and tools to help them complete their education.

This is an exciting opportunity for both the school and the families within the borough. To ensure that we provide a first class quality provision we are looking to appoint a manager who will have day to day oversight and management of the provision and who will embed it as part of our overall school Ethos that is grounded within our Catholic values.

Please see below for the overall job description, which is not exhaustive and will be reviewed and developed further following the opening of the provision:

## Day to day management

- To be onsite and set up for an 8am start
- To welcome students into the provision on arrival
- To ensure that all students are in their allocated session.
- To create a duty rota for social times using allocated staff.
- To ensure attendance is monitored and usual attendance protocols are in place in liaison with our attendance officer.
- To ensure that they are monitored off site when leaving at the end of the school day

## Curriculum development

- To work the vice-principal to create the overarching curriculum and curriculum map for the students within the provision
- To coordinate personalised student timetables in line with the overall curriculum map utilising the network of other professionals, so that each student has their bespoke provision developed in line with their needs.
- To ensure that the curriculum is implemented on a day to day basis and to alter and adapt at key evaluation points to recognise any developments or changes in the progress of the student.
- To amend the curriculum if providers are unwell and therefore unable to facilitate the designate session.

# Holy Family Catholic School & Sixth Form

## Liaison with home schools and professionals

- To develop a schedule that has regular contacts with home to discuss context and progress.
- To liaise and network with appropriate professionals relevant to the needs of each child.
- To hold professional meetings at appropriate intervals to monitor and evaluate progress of each child within the provision.
- To source further support and professional intervention as and when appropriate
- To utilise our SENDCO team to support the academic needs of the child and to arrange any assessments as required.
- To liaise with home school to ensure that students are provided with learning material specifically in English, maths and science.
- To set up an individual Google classroom for each child with the home school link copied in and other key professionals so that the communication and transfer of work is easily accessible and to ensure appropriate marking and feedback.
- To ensure key information from home school is obtained including any safeguarding information.

## Safeguarding

- Obtain safeguarding information from home schools including risk assessments.
- Ensure that safeguarding practices are applied when necessary via Holy Family's practice and policy
- To develop a Google safeguarding log for each student that is shared with the DSLs and home school to log any referrals and follow up action points, so that home schools have an accurate chronology of events, that can then be transferred to the home school's electronic system.
- To make MASH or any other referrals as and when necessary.
- To liaise with home school and DSL if referrals are required, or when there are any major safeguarding concerns that present.
- The students in the provision to be a regular agenda item at the weekly safeguarding meeting.

## Monitoring and evaluation

- The provision manager to be in daily contact with the Associate Head in charge of safeguarding and behaviour.
- A weekly meeting to take place between the Associate Head and the Provision manager.
- The Provision manager to report to the main safeguarding meeting on a weekly basis.
- A Google folder for all documents linked to each child to be developed.
- A half termly report to be written up to communicate provision and progress for the child. This should also include the voice of the child and feedback from other professionals. This should be shared with parents. An action plan/ reviewed curriculum design to be implemented as and if necessary following each review period.

# Holy Family Catholic School & Sixth Form

## Reporting

- A half termly report to be presented to the headteacher and to the safeguarding link governor.
- Attendance at the PWS governing body committee meeting where a termly report will be presented.
- A report to the full Governing Body once a year
- Participation and reporting at borough level as and when required.

Postholder's signature \_\_\_\_\_ Date \_\_\_\_\_