

JOB DESCRIPTION

INTERNAL ALTERNATIVE PROVISION [IAP] HUB MANAGER

Post Title	Internal Alternative Provision Hub Manager
Overall responsibility:	The Alternative Provision Hub Manager is responsible for the supervision, behavior and welfare of the students within the provision
Reporting to:	Senior Leadership Team
Liaising with:	All staff, governors, parents/carers.
Disclosure Level:	Enhanced
Salary/Grade:	SO1

Job Content

Strategic Purpose

- To manage the day-to-day provision of a robust and supportive IAP Hub for students who present challenging behavior
- To coordinate the support provision for students who need help in overcoming barriers to learning by raising standards of behaviour
- To plan, deliver and evaluate one-to-one and small group interventions designed to make students reflect and better self-regulate
- To support reintegration processes for students back to the classroom.
- To support children's safeguarding

Operational Responsibilities

The Alternative Provision Hub Manager shall:

- Work with the **SLT** and the Behaviour Committee to fulfil the aims of the IAP Hub
- Promote positive behaviour by reinforcing the School's Behaviour for Learning Policy, liaising with colleagues as necessary and offering support as required
- To supervise students in the Alternative Provision Hub as they complete their work
- To work with the **SLT** and the Behaviour Committee, SENDCO and other staff to identify students who need intervention and carry these out in response to these needs with little to no notice
- To engage students in self-reflection work, helping them to understand their triggers and moderate their behaviour
- To lead the development, implementation, review and improvement of support packages needed to ensure pupils appropriately re-engage with their learning in school.
- Discuss and meet colleagues, parents/carers and students regarding disciplinary incidents as required
- Maintain clear and accurate records at all times
- Use specialist knowledge and skills to support positive student behaviour choices
- Work with students to identify, set and monitor behavioural targets
- Provide feedback to students in relation to behaviour, both positive and negative
- To attend all relevant meetings
- Lead the development, implementation, review and improvement of support packages needed to ensure pupils appropriately re-engage with their learning in school
- To have responsibility to update Alternative Provision Hub register daily and report to attendance team any issues
- To communicate with parents and staff members about the progress of students in Alternative Provision Hub
- To create weekly reports and distribute to appropriate staff as directed
- To support the production of termly impact reports

Broader Responsibilities

- To work collaboratively as a member of the School Team.

- To play a full and active part in the life of the School Community.
- To support the safeguarding of students and staff.
- To support the School's distinctive mission and ethos.
- To lead by example and from the front.
- To encourage and ensure staff and students follow the example set and to challenge constructively when the standards set are not met.
- To promote actively the School's corporate identity and policies.
- To continue to be a lifelong learner and encourage others to be the same.
- To comply with the School's Dress Code, Health and Safety Policy and to undertake Risk Assessments, as appropriate.

Additional duties and tasks will be negotiated and agreed at the time of appointment and annual review at the direction of the Headteacher.

Performance Management

The Alternative Provision Hub Manager will agree professional targets annually with the appropriate Senior Leader, who will monitor and review her/his performance in accordance with the School's Performance Management Policy.

Conditions of Employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment [the Contract of Employment].

The post holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Governing Body.

To uphold the School's policy in respect of child protection matters.

S/he shall be subject to all relevant statutory requirements

The post holder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

All staff members participate in the school's performance management scheme.

PERSON SPECIFICATION

		Essential	Desirable	Evidence
Qualifications and Experience				
1	GCSEs grade C/4 or above, including Maths and English	✓		A
2	Level 3 or higher qualifications		✓	A
3	Working as part of a team	✓		A
5	Working effectively in an education environment or with young people	✓		R, I
6	Knowledge and understanding of Safeguarding practice		✓	R, I
8	Experience of working with young people in a school or extra-curricular context is desirable		✓	A, R, I
Skills, Personal Attributes and Behaviours				
9	Listen to and reflect on feedback from others	✓		R, I
10	Ability to adhere to working procedures and policies within the school environment	✓		A, I
11	Strong level of ICT skills	✓		R, I
12	Able to build and maintain positive relationships with individuals	✓		R, I
13	Prioritise, plan and organise self	✓		R, I
14	Use of SIMS or equivalent		✓	A, R, I
15	An interest in educational issues	✓		A, R, I
16	A commitment to inclusion	✓		A, R, I
17	Positive attitude	✓		R, I
18	Calm disposition	✓		A, R, I
19	A commitment to confidentiality	✓		R, I
Ability to Fulfil Wider Professional Responsibilities				
22	Willingness to make a positive contribution to the wider life and ethos of the School	✓		R, I
23	Ability to develop effective professional relationships with colleagues, students and parents	✓		R, I

Key to Evidence: A = Application

I = Interview

R = References