



Aylsham High School

Part of Aylsham Learning Federation

Job Description and Person Specification

Job title	Alternative Provision Officer
Location	Aylsham High School
GR Number	GR9007
Grade	Scale E
Responsible to	SEMH Officer, Deputy Headteacher and Executive Headteacher

Role and Context

Job Purpose

Under the direction/instruction of Deputy Headteacher / SEMH Officer / Attendance Officer:

Work with staff/parents/students to ensure access to learning for students working remotely, on medical needs provision, a reduced / bespoke timetable or Direction Of Offsite provision. Provide support to departments in the management of issuing and collection of work. Complete welfare checks on children working remotely and support with the delivery of work set. Visit alternative settings as required.

Work within the school, online and home environments to support students as needed.

Other job information

27.5 hours per week, term time plus 2 weeks, Monday to Friday 9.00am to 3.00pm - flexibility required in working hours

Principal Accountabilities

Supporting the student:

Under agreed school procedures and in line with statutory guidance on supporting students working remotely, liaise with parents, students and teaching staff to ensure full access to the curriculum or as appropriate.

Establish good relationships with students and parents, being aware of and responding appropriately to individual needs, promote the inclusion and acceptance of all students and encourage students to interact with others and engage in activities provided. This will include hosting live / in person individual and group support and mentoring sessions.

Complete check, monitor and visit any alternative provisions used as part of a bespoke learning plan for a student.

To attend to the personal and social needs of students and any other special requirements depending on the nature of a student's special needs and, wherever possible, making these part of the learning experience.

Ensure the child's wellbeing is taken into consideration when completing any remote learning plan.

Complete regular welfare checks on students working remotely or on a reduced timetable.

Ensure key staff are kept informed about the plan around a student.

Undertake clear, accurate and detailed record-keeping as requested.

Provide clerical and administrative support as required.



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Support for the Curriculum:

Support students to understand instructions and in undertaking literacy and numeracy and subject based tasks as directed by the Teacher. Including via hosting live / in person individual and group support and mentoring sessions.

Prepare and maintain resources as directed by the teacher and assist students in their use.

To undertake exam access arrangements as needed.

Support for the School:

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.

Attend relevant meetings as required and participate in training and other learning activities and performance development as required.

Accompany teaching staff and students in visits and out of school activities as required.

Undertake other similar duties and activities that fall within the grade and scope of the post, as directed by the Executive Headteacher

Safeguarding:

Respecting confidential issues linked to home/students/teachers/college work and to keep confidence as appropriate.

Keeping up to date with the school procedures for safeguarding and child protection, reporting any concerns to senior designated persons.

The information in this job description is accurate and reflects the requirement of the role:

Senior Leadership: Kathryn Garnham
Position: Deputy Headteacher/SENCO
Date: April 2024



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Person specification	
Qualifications	
Essential	Desirable
Good numeracy/literacy skills Driving license and access to own transport	Designated Safeguarding Lead
Experience	
Essential	Desirable
	1 years' experience working in a similar environment
Skills/knowledge	
Essential	Desirable
Effective ICT skills with a knowledge of Microsoft Office Effective verbal and written communication Self-motivated team member with the ability to work individually Able to work on own initiative Methodical and organised Flexible and responsible approach	First aid training



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General Information

The job descriptions details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job

All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.

Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Ethos

"Learning Together for Excellence"

We believe that every child is capable of achieving success and excellence through hard work, focused concentration and regular deliberate practice.

We are a safe, warm and welcoming community that always looks to treat each other with respect.

Our code of conduct of respect for yourself, respect for others, and respect for the environment help our community to thrive.

Values

We are a member of The Aylsham Cluster Trust - TACT a co-operative trust. We uphold the co-operative values:

Self – help- we help people to help themselves

Self – responsibility- we take responsibility for, and answer to our actions

Democracy- we give our members a say in the way we run our organisation

Equality- we are genuinely inclusive and pursue success for everyone

Equity- we carry out our work in a way that is fair and unbiased

Solidarity- we share interests and common purposes with our members and other co-operatives

Our Ethical Values are:

Openness- nobody's perfect, and we won't hide it when we're not

Honesty- we are honest about what we do and the way we do it

Social responsibility- we encourage people to take responsibility for their own community, and work together to improve it

Caring for others- we are a nurturing community that takes care of each other and we regularly support charities and local community groups