

**Candidate Brochure Alternative Provision Assistant** 



#### SALARY:

Actual Salary £27,323.56 - £28,719.34

Band 5 SCP 19-22, £31,067 - £32,654

START DATE:

As soon as possible

**WORKING PATTERN:** 

8:00 am - 16:00 pm

36.25 hours per week

Term Time Only, plus 5 INSET days

**CONTRACT:** 

Permanent

LOCATION:

Broadoak School, Partington,

Trafford, M31 4BU

RESPONSIBLE FOR:

Supporting Alternative Provisions

ACCOUNTABLE TO:

Deputy Headteacher

### **Alternative Provision Assistant**

Job Summary

The postholder will support the Alternative Provision Manager in the daily operation and ongoing development of the school's Inclusion provision (alternative on-site provision).

This includes assisting in the coordination of targeted support programmes for pupils. The role will provide high-quality pastoral care through individual reviews and one-to-one sessions, ensuring that barriers to learning are reduced and that learners are supported to successfully complete their programme of study.

By fostering strong, trusting relationships and maintaining high expectations, the postholder will help to ensure that learners within the Inclusion provision are supported to successfully complete their programme of study, enabling them to progress onto further education, training, or employment.

We are an Equal Opportunities employer committed to ensuring inclusion, diversity and equality of opportunity. We welcome applications from a diverse range of candidates including those from underrepresented groups, and/or with protected characteristics.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to pre-employment safeguarding checks, including an enhanced





## Main Purpose of the Role

Support the Alternative Provision Manager with the day-to-day function and development of the school Inclusion provision (alternative on site provision).

To assist with coordination of programmes of support for pupils.

Provide excellent pastoral support through individual reviews and 1:1s to ensure that barriers to learning are minimised and learners are supported to complete their programme of study.

## Key Responsibilities

- To support the schools, Meet and Greet procedure at the start and end of the school day.
- To work under the Alternative Provision Manager to supervise the school Alternative Provision on a daily basis.
- To support in maintaining records of pupil referrals and restorative intervention programs. Provide a half-termly update of referrals along with an overview of the impact of intervention.
- Take responsibility for personal professional development, keeping up-to-date with research and developments in teaching pedagogy which may lead to improvement in teaching and learning.
- To assist in the development of appropriate provision map, making policies, teaching strategies and resources within the inclusion provision.
- To support the transition and reintegration of students back into lessons following periods of absence or time in the Alternative Provision unit.
- To support the development and monitoring of the school's pastoral care system by providing a programme of counselling / mentoring sessions to identified pupils and acting as a link to the relevant members of staff and external agencies.
- To assist in keeping learner, employer and other staff members informed of learner progress and ensure all contribute to the plan of action which ensure learners timely success.

- To participate in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post.
- To maintain a high presence around the school with staff and pupils.
- Attend pastoral and curriculum meetings I required and contribute to the school's agenda for school improvement.
- To assist the Alternative Provision Manager in providing a daily summary of pupil conduct to the AHT/Head of Year and assist in planning for further intervention if necessary.
- Support the organisation of individual daily timetables, which encourage and allow pupils to work independently.
- To assist the Alternative Provision Manager in working with external agencies to ensure suitable provision and progress for pupils.

#### **Teaching**

- To assist in ensuring a quality learning experience for pupils that meets internal and external standards.
- To assist in the delivery of a bespoke curriculum tailored to the needs of specific pupils within the schools Inclusion provision.
- To assist in the preparation of the appropriate training, assessment and action plans, to support leaners in their acquisition of skills and knowledge and monitor their progress.
- To support with after school detentions where necessary
- Work with pupils in the Alternative Provision setting to maximise academic progress by; monitoring, track and record pupil behaviour and progress in order to assist the future delivery of lessons.
- Work with learners to ensure timely achievement of qualifications.
- To assist in providing 1-2-1 support for learners/apprentices as appropriate and carry out reviews on a timely basis.

#### **Behaviour Management**

- Set clear expectations and boundaries for pupils in Inclusion provision and demonstrate a consistent approach to create and sustain a controlled, orderly environment.
- To help communicate with Heads of Year as and when required to discuss pupil behaviour, intervention programmes and external agencies.
- Promote positive behavioural change in pupils who experience social, emotional and behavioural difficulties.
- Work in conjunction with the Assistant Head Teacher for Behaviour and the Pastoral Team to implement and update Individual Behaviour Plans and Pastoral Support Programmes as necessary.

#### Other specific Duties

- To contribute and promote safeguarding at all times, to ensure the safety and security of Children, young people and vulnerable adults
- Undertake such other duties as may be reasonably required of the post-holder.
  This may include teaching, practical instruction and student assessment and other related activities.

#### All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
   Participate in training and other learning activities as required
- Participate in the school's People Development Process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Executive Team and/or Headteacher

All post holders must comply with The Dean Trust professional standards. The job description will be reviewed as necessary and is subject to modification and amendment at any time after consultation with the post holder.

Whilst every effort has been made to explain the key responsibilities of this post, this job description is not intended to be exhaustive and every individual take undertaken may not be identified.

# **Personal Specification**

	Essential	Desirable
Qualifications		
A good level of education, including GCSE Mathematics and English Language A - C or equivalent	~	
Recognised learning and development qualification at level 3 or above	~	
A level and/or degree qualification		~
PGCE		~
Experience		
Experience of working with children with disengagement and challenging behaviour, particularly children aged 11-16 years	<b>✓</b>	
Experience of working in an educational context	~	
Experience of working with children on a 1:1 basis	~	
Previous experience of co-ordinating a behaviour facility		~
Experience of delivering an alternative curriculum such as horticulture, hair and beauty, animal management etc.		•
Experience of using the SIMS database		•/
Knowledge		
Knowledge and understanding of safeguarding issues.	~	
Knowledge of areas of KS3 and KS4 curriculum	~	

			X
Relevant industry and subject knowledge	<b>✓</b>		
Knowledge of relevant organisations and agencies relating to behaviour and welfare		V	
Understanding of relevant legislations and procedures relating to school attendance.		~	
Knowledge of the Local Authority's relevant procedures and practices regarding the behaviour and attendance of vulnerable pupils		~	
Skills and abilities			
Passionate about the role of an Inclusion provision facility and making a difference for our young people	~		
Ability to use management and organisational skills to provide an efficient service	~		
Ability to prioritise time and tasks to meet deadlines	~		
Ability to work independently and use initiative	~		
Ability to coordinate two separate removal facilities to ensure all pupils are managed in-line with school procedures	<b>✓</b>		
Hardworking and committed	~		
Calm and patient	~		
Confident and able to deal with challenging behaviour	~	, i	
Ability to de-escalate situations	~		
Good team work and interpersonal skills, being able to work and liaise with a large team of staff	~		j
Ability to work through set tasks on a 1:1 basis with children	~		
Computer skills including excel, outlook, word, and use of databases	~		
Mentoring skills		~	



If you would like to apply for this role please apply through our online recruitment site which is available via: careers.thedeantrust.co.uk

Application Closing Date: [insert 9.00am Friday 29th August 2025]

Any queries, please contact a member of the HR Team on 0161 973 1179 or via email at <a href="mailto:recruitment@thedeantrust.co.uk">recruitment@thedeantrust.co.uk</a>

