

## Bradford AP Academy Central – Job Description

<b>Job Title:</b>	Alternative Provision and Home Engagement Manager
<b>Payscale:</b>	Scale S01 SCP 23-25 (pro-rotata TTO + 5 days) 32.5 hours per week
<b>Reporting to:</b>	Headteacher

***BAPAC is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.***

<b>Purpose of the AP and Home Engagement Manager</b>
<ul style="list-style-type: none"> <li>• To develop, co-ordinate and quality assure a programme of off-site AP for a targeted group of vulnerable students at KS4.</li> <li>• To work with students, parents/carers, staff, APs and outside agencies to ensure the attendance and progress of students in the AP Programme.</li> <li>• To address barriers to learning and engagement for a targeted group non-attending students in order to enable them to re-engage with education.</li> <li>• To manage team of colleagues to promote engagement and deliver home education for non-attending students.</li> </ul>
<b>Key Responsibilities</b>
<ul style="list-style-type: none"> <li>• Manage the AP Programme effectively to enable access to appropriate provision for targeted students.</li> <li>• Manage students on the AP programme to include referral and induction, engagement and participation and success relating to agreed targets.</li> <li>• The monitoring of progress of all students in the AP Programme.</li> <li>• Manage the non-attendance programme effectively to enable students to access home engagement, receive home education and re-integrate into a physical education setting.</li> <li>• The monitoring of progress of all non-attending students.</li> <li>• Liaison with and quality assurance of AP / home education / work experience placements.</li> <li>• Management of the staff team allocated to the home engagement and education programme.</li> <li>• Liaison with parents / carers to support engagement.</li> <li>• Organisation and co-ordination of multi-agency support where necessary.</li> <li>• Ensure that feedback to Head of Centre / Headteacher is comprehensive on the progress of all students in the AP and non-attender programmes.</li> <li>• Be responsible for the safeguarding of students who are on the AP and non-attender programmes.</li> </ul>
<b>1. Duties &amp; Responsibilities</b>
<ul style="list-style-type: none"> <li>• Support the BAPAC's ethos at all times and liaise closely with the Headteacher &amp; Head of Centres.</li> <li>• To support parents / carers, staff, and agencies, as appropriate.</li> <li>• Provide high quality leadership and management of the AP and non-attender programmes.</li> <li>• Co-ordinate all aspects relating to the operational management of the AP and non-attender programmes.</li> <li>• Implement quality assurance procedures e.g. pupil voice, parent / carer feedback, regular reports to SLT on progress of all students with AP and non-attender programmes.</li> <li>• Effectively manage students within the AP and non-attender programmes.</li> <li>• Compile all necessary monitoring reports to ensure the effective transfer of data between education providers and BAPAC.</li> </ul>

- Liaise closely and collaborate with external agencies and staff in the delivery of support programmes.
- Monitor attendance and curriculum outcomes for students accessing the AP and non-attender programmes.
- To monitor individual progress and set targets for improvement on a daily / weekly basis.
- To provide a system for accurate record keeping in relation to individual casework and team activities is maintained to the required standard and statistical data is readily available for monitoring and evaluation purposes.
- Maintaining regular contact with parents / carers through letters, telephone calls and meetings; providing information about any support for student's learning offered within the provisions.
- Manage the transition and reintegration (where appropriate) for all students with the AP and non-attendance programmes.
- Be vigilant and report any safeguarding concerns in an appropriate and effective manner.

## **2. Whole BAPAC organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the BAPAC's policies, practices and procedures in such a way as to support the BAPAC's values and vision.
- Work with others on curriculum and / or pupil development to secure co-ordinated outcomes.

## **3. Health, safety and discipline**

- Promote the safety and well-being of pupils in accordance with the BAPAC's Child Protection, and other relevant policies.
- Use experience and skills to impact positively on pupils' behaviour and attitudes to facilitate for successful inclusion within education.

## **4. Management of staff and resources**

- Direct and supervise staff assigned to you.
- Contribute to the recruitment, selection, appointment and professional development of other staff.
- Deploy resources delegated to you in accordance with BAPAC policies.

## **5. Professional development**

- Participate in arrangements for the performance management and review of your own performance and, where appropriate, that of other staff.
- Participate in arrangements for your own further training and professional development and, where appropriate, that of other staff including induction.

## **6. Communication**

- Communicate with pupils, parents, carers, schools and outside agencies in accordance with BAPAC ethos, policies and practice.

## **7. Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond BAPAC.
- Work with the Designated Safeguarding Lead & Deputy Designated Safeguarding Leads.

## **8. Fulfil wider professional responsibilities**

- Make a positive contribution to the wider life and ethos of BAPAC.

## **9. Environmental Demands/Working Conditions**

- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
- Will have contact with members of the public/other professionals e.g. teaching staff,

governors, parents/carers, community groups, local education authority, external providers etc.

- The post holder may occasionally be subjected to antisocial behaviour from pupils, members of the public and parents.
- This post may include a degree of physical intervention or manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the tasks required of you.
- Report all concerns to an appropriate person.

#### **10. Fluency Duty**

- In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role, the post holder is required to meet the Advanced Threshold Level

##### Advanced Threshold Level

The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly.
- Explain difficult concepts simply without hindering the natural smooth flow of language.
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in School.

#### **11. Special Conditions of Service**

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

#### **12. Other considerations**

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Designated Safeguarding Lead and/or Deputy Safeguarding Leads.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times. e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Can perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.
- BAPAC is committed to safeguarding and promoting the welfare of young people in our Academies. In order to meet this responsibility, we follow a rigorous selection process.
- All successful candidates will be subject to an enhanced Disclosure and Barring Services check.

#### **13. Further considerations**

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by the Headteacher and/or Head of Centre.

This job description provide the framework for Performance Management Objectives will be set under BAPAC's Appraisal Policy before, or as soon as practicable after, the start of each appraisal period. The objectives set will be Specific, Measurable, Achievable, Realistic and Time-bound (SMART) and will be appropriate to the role and level of experience. The appraiser and appraisee

will seek to agree the objectives but, if that is not possible, the appraiser will determine the objectives. Objectives may be revised if circumstances change. The objectives set will, if achieved, contribute to the BAPAC Improvement Plan.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of BAPAC and may change, either as your contract changes or, as the organisation of BAPAC is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

A handwritten signature in black ink, appearing to be 'Trevor Loft', written in a cursive style.

Signed by Trevor Loft, Headteacher

Date: 9<sup>th</sup> December 2019