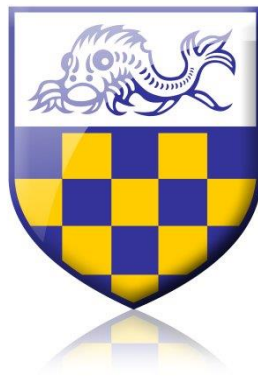


**Longhill High School
Rottingdean
Brighton**



Information Pack 2024

**Alternative Provision Manager
(Tier One and Tier Two)**



LONGHILL

HIGH SCHOOL

Falmer Road
Rottingdean
Brighton
East Sussex
BN2 7FR
Phone 01273 304086
Fax 01273 303547

November 2024

Dear Applicant

Thank you for your application to join the community at Longhill High School. I hope you will find the contents of this pack both interesting and informative.

We would encourage you to find out all you can about the school to ensure that you are making your application from a fully-informed basis. You can visit our website at www.Longhill.org.uk

In March 2024 Ofsted said that *'Leaders support staff well. They are mindful of their workload. Staff feel motivated and valued. They are grateful for the encouragement that they receive and feel that it is helping them to improve.'*

Your commitment and enthusiasm towards the Longhill High School ethos, as well as the skills that you are able to bring to the school, will be key in our decision making process.

Shortlisting for interview will be based solely on the information you provide on the application form and covering letter. Please include evidence of how you meet the criteria set out in the person specification, providing examples where possible.

An application form can be found on the school website www.Longhill.org.uk . Please return your application by e-mail to: personnel@longhill.org.uk or by post for the attention of the, Heads PA, Longhill High School, Falmer Road, Rottingdean, Brighton BN2 7FR.

We take the issue of safeguarding children very seriously and all applications are processed accordingly. Please note that any appointments are made subject to enhanced DBS clearance, identity checks, continuous employment/employment gaps checks and satisfactory written references which we will apply for prior to the interview.

Thank you for your interest and we look forward to hearing from you.

Yours sincerely

Mrs R Otulakowski
Headteacher

Headteacher: Rachele Otulakowski
Email: admin@longhill.org.uk
Website: www.longhill.org.uk

JOB DESCRIPTION

Job Title:	Alternative Provision Manager (Tier One and Two) (SO1-2)
Reports to:	Senior Leader i/c
Department:	Children, Families & Schools
Division:	Schools
Section:	Longhill High School

Purpose of the job

The Alternative Provision Manager will be expected to work closely with the Senior Leader/s with responsibilities for behaviour and the school's SENDCO and take an active interest in the wider aspects of inclusion throughout the school. This will include working within all phases of Inclusion Provision from in-class support to the design and delivery of appropriate curricula for key pupils.

Key to the role will be the ability to devise strategies and action plans in order to ensure the pupils access required support/services, and to monitor the impact of these. It is also essential that pupils accessing our Tier One provision have a robust curriculum that does not leave them at a disadvantage when they return to mainstream full time.

You will need to manage and oversee the work of a team providing support to pupils, enabling the school to improve attendance, and raise standards of achievement and behaviour for pupils across all key stages.

This role will have a designated person for child protection element to it.

Principle Accountabilities

1. Be responsible for the day-to-day management of the Focus Centre staff; liaise between teaching staff and support staff; hold regular meetings with managed staff; under supervision from the SLT, give support with recruitment / induction /training / mentoring/appraisal etc.
2. To act as the Deputy Safeguarding officer for the school and to work with several designated officers within the school, working alongside the designated person for child protection (where necessary) supporting their work by attending and preparing documents for case conferences and core groups.
3. Keep operating procedures under review to identify areas of potential development and or improvement and make recommendations to relevant staff; to produce an annual action plan to implement these improvements.
4. To work with Senior Leaders and Year Leaders to identify pupils who would benefit from Tier Two Alternative Provision

5. To monitor the impact of Tier Two provision including visiting placements
6. Provide detailed analysis and evaluation of data that identifies where interventions are having impact or are not. To review these for trends and patterns so that provision can be further adapted or enhanced in support of the key aims of the Inclusion Department. Produce accurate reports/information on the interventions and their results, for the SLT so that this may be shared with a range of audiences. This could include but is not limited to attendance, progress in interventions or the curriculum etc.
7. To monitor progress and to judge the effectiveness of the given support and to provide regular feedback to the pupil, parents, teachers, and other professionals as appropriate to ensure that agreed goals are achieved.
8. To work with teachers and other professionals to assist in drawing up and implementing an action plan for each pupil who needs particular support, in order to ensure individuals are able to access relevant services to support their social, emotional, and educational needs inside and outside of school.
9. To liaise with school staff, Education Welfare Officers, and other agencies to participate in the comprehensive assessment that identifies pupils at risk of disaffection, and to devise, implement and evaluate individual action plans to help support social, emotional, and educational needs inside and outside of school.
10. To facilitate the sharing of information between local agencies, schools, authorities and other learning mentors, and be a point of contact for accessing a range of community and business-based programmes and specialist support services for example, the Social and Youth Services, the Educational Welfare Service, the Probation and Careers Services, and out of school study support and business and community mentors.

Health and safety accountabilities

To co-operate in the implementation of the council Health and Safety policy and supporting standards, in particular, as set out in section 1 of the Health and Safety Policy and Management Standard.

Diversity and inclusion accountabilities

Understand the council's diversity and inclusion aims and strategies.

Take an active role in ensuring that equality, diversity, and inclusive outcomes are embedded in your work activities, communications and interactions with staff and customers.

Challenge or report incidents where inclusion and equality in practice has not been followed, including reporting discrimination, harassment and bullying to your manager or other senior colleague in your service.

Note regarding duties

The list of duties in the job description are not exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties. The council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. Proposed changes would be subject to consultation.

PERSON SPECIFICATION

Job Title:	Alternative Provision Manager (Tier One and Two) (SO1-2)
Reports to:	Senior Leader i/c
Department:	Children, Families & Schools
Division:	Schools
Section:	Longhill High School

CRITERIA

ESSENTIAL CRITERIA

Job Related Education and Qualifications and Knowledge

- NVQ **Level 3** or equivalent qualification or experience in relevant discipline
- Good knowledge and understanding of relevant ICT packages, including the school's specialist software / equipment / resources
- An advanced understanding of principles of child development and learning processes and in particular, barriers to learning.
- An understanding of the current framework for alternative provision in Brighton and Hove and the vision for the next stage in 2024 – 2025
- Evidence of commitment to enhancing professional practice through CPD, such as restorative justice approaches, Prevent, PSHE courses etc.

Experience

- Significant and successful experience of working with and supporting families and children
- Experience of managing other staff

Skills & Abilities

- Ability to develop curricula for the Focus Centre
- Ability to develop and facilitate additional support for parents/carers such as parenting support groups.
- Ability to engage constructively with a wide range of young people and families/carers with different social and ethnic backgrounds; understand their needs and engage in joint setting with the individual child as part of an action planning process.

- Ability to identify potential barriers to learning and jointly engage in strategies to overcome these barriers.
- Ability to work effectively with, and command confidence of, teaching staff and senior management within the school.
- Ability to assess and review young people and family circumstances and plan appropriate responses, drawing on in-school and external advice and expertise, where necessary.
- Ability to work effectively with and network with a wide range of supporting services in both the public and private sectors, and draw on a wide range of support, information, opportunities, and guidance.
- Ability to work as part of a team but also independently, manage own time well and possess good organisational skills and display excellent initiative.
- Able to prepare written records, for example reports to feed into the general school report for each pupil, and keep accurate, up-to-date records.

Health and Safety Knowledge

- Commitment to acquiring awareness and knowledge of Health and Safety policy and practice as it applies in their area of work.
- Ability to co-operate and adhere to Health and Safety Policy, practices, and instructions.

Diversity and inclusion

- Demonstrate a genuine commitment to the council's values in relation to embracing diversity and provide a service based on fairness and inclusion.

Other requirements

- Willing and able to travel between schools and work effectively in different environments.
- Attend after school pastoral meetings and parent information evenings where appropriate.

Additional Salary Information

Salary

Please note that Non-Teaching staff's salaries are calculated as per the following examples.

Annual Full Time salary x paid weeks per year (48.73)/ 52 weeks x actual hours worked (37)/full time hours 37.

Therefore, the starting salary for this post is in the range of

$\pounds 33,366 \times 48.73/52 \times 37/37 = \pounds 31,267$ raising to $\pounds 35,552$ per annum

Alternative Provision Manager work for 42 weeks per year (term-time only) but are paid for 48.73 weeks per year, which incorporates holiday pay.

The additional +3 weeks will allow you to be available beyond your core hours to attend meetings, make calls, do detentions, attend evening events, results day, school prom and other school events outside of normal working hours.

SUMMARY STATEMENT ON USE OF DISCLOSURE INFORMATION IN RECRUITMENT & SELECTION

Introduction

Thank you for applying for a position within Brighton & Hove City Council. You have applied for a post or voluntary work that falls under the definition of 'regulated position' under exemptions to the Rehabilitation of Offenders Act 1974. This means that a criminal conviction check (or disclosure) will be undertaken on any individual who is offered the post. Where appropriate (where the post involves working with children or vulnerable adults) details will also be checked against the Department of Health and Department for Education & Skills lists. These checks are undertaken by the Disclosure & Barring Service (DBS) only when a conditional offer of employment has been made but you will be asked during the recruitment process to declare any relevant information.

It is the intention of Brighton & Hove City Council not to discriminate unfairly against individuals on the basis of their previous offending history. Possession of a criminal record is not an automatic bar to obtaining employment or voluntary work.

The purpose of this Statement is to provide assurance to applicants that the information released in Enhanced Disclosures is used fairly and that sensitive personal information is handled and stored appropriately and kept for only as long as necessary.

Handling of Disclosure Information

Recipients of Disclosure Information at Brighton & Hove City Council will only disclose this information to the recruiting manager and Human Resources Manager. Unauthorised disclosure of any information provided by the DBS is an offence under Section 124 of the Police Act 1997.

Disclosure Information will be securely stored and will be retained for a maximum period of six months unless, in exceptional circumstances, formal written agreement of the DBS is obtained to retain them for a longer period. Brighton & Hove City Council as a Registered Body must comply with the DBS Code of Practice. All matters relating to the use of Disclosure Information will be undertaken in accordance with the DBS Code of Practice and Brighton & Hove City Council's Code of Practice on the Use of Disclosure Information.

Further Information

If you are successful in obtaining a conditional offer of employment (or have been accepted as a volunteer), you will be sent further information on the Disclosure process including guidance on completion of the Disclosure Application Form. Disclosures for employment will be funded by the Council and Disclosures for Volunteers are free of charge.

Further information on the DBS and the Disclosure process including the DBS Code of Practice can be obtained by visiting the web site: www.homeoffice.gov.uk/dbs or by calling 0870 90 90 844.

Further information on the Council's Policy on the Recruitment of Ex-Offenders and the Code of Practice on the Use of Disclosure Information can be obtained by contacting Human Resources on (01273) 292313.