

**Job Description and Personal Specification**

| **Job Title:** | Alternative Provision Lead (sports based) |
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| **Pay Range:** | Unqualified Teacher Pay Scale (SP4-6) £28,914-£33,904 Full-time with potential for pay progression |
| **Working Days and Times:** | Monday-Friday (32.5hours per week, term time only) 8.30am-3.30pm with potential for additional hours |
| **Based at:** | Bucklesham Park, Bucklesham, Ipswich, IP10 0BW |
| **Reports to:** | Apex Education Directors |
| **Job Purpose:** | * To lead on the delivery of Apex Education’s Alternative Provision offer (sports based). * To ensure codes of practice, Apex Education’s policies and procedures are appropriately followed. * To deliver high quality and structured English/Maths & PE lessons or sporting activities. |
| **Principal Accountabilities:** | * To manage staff to ensure an outstanding provision for our students and the highest of standards are maintained. * To ensure detailed planning of tasks to meet the students SEN needs * To promote Apex Educations ethos and attitudes at all times |

Main Duties

* To interact with, and support students, according to individual needs and skills
* Transporting students to and from the provision and to sporting venues
* Deliver and plan Maths/English lessons tailored to the students levels and needs
* Deliver high quality planned PE lessons in a variety of different sports
* Deliver tailored interventions based on the students needs
* Support professional coaches with their delivery of specialist sports
* Organise lunches and transport for the students daily
* Complete safety records including registers, accident forms, safeguarding logs and inform the relevant people
* Complete weekly summative reports for each student that links to their ECHP or plan & produce more detailed half termly reports
* Have a detailed understanding of each student and their areas of need
* Manage other staff and complete any relevant performance management
* Attend any meetings relevant to the students such as annual reviews
* Have effective communication with parents/carers, professionals and schools
* Establish positive relationships with students, staff, schools, sports coaches and professionals
* Provide feedback to students in relation to attainment and progress
* Attend any CPD relevant to the role and identify areas of CPD needed for staff you manage
* Ensure all equipment is regularly checked and is safe
* Ensure the working space is welcoming and safe
* Organise sports with outside providers and ensure all relevant safety elements are in place
* Write risk assessments for any activities and regularly update them
* Complete visitor logs and ensure the SCR is up to date
* Ensure adequate staff ratios are in place each day
* Log students rewards and ensure the reward system is implemented correctly
* Support the use of ICT in the classroom and develop students’ competence and independence in its use.
* Within reason, attend to students’ personal needs including help with social, welfare, care and health matters.
* Promote positive student behaviour in line with Apex Education’s policies and help keep students on task.
* Support pupils with intimate care as required.
* Support with preparing and providing students with breakfast and lunch.

General Duties

* Establish constructive relationships and be supportive of, and sensitive to, the needs of colleagues, pupils, and the wider provision community.
* Encourage interaction and teamwork within the provision, attend relevant provision meetings as required, share ideas and new initiatives.
* Respect confidentiality and maintain professionalism at all times.
* Actively participate in relevant training opportunities linked to the role.
* Participate in the performance and development review process, taking personal responsibility for the identification of learning, development, and training opportunities in discussion with the line manager.
* Contribute to the overall ethos, work, and aims of Apex Education.
* Comply with all of Apex Education’s policies and procedures, including the Code of Conduct and those relating to child protection, equal opportunities, health & safety, confidentiality and data protection, and reporting concerns to the company Directors.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the company Director’s to carry out appropriate duties within the context of the job, skills and pay grade. Apex Education is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff are required to complete a Disclosure & Barring Service (DBS) application and references. This job description will be reviewed annually and may be subject to a change or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of Apex Education in relation to the post-holder’s professional responsibilities and duties.

