



Bexhill
Academy

Gunters Lane
Bexhill-on-Sea
East Sussex
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www.bexhillacademy.org

**‘Join us on our exciting journey to become the school
of first choice for our community’**

**New Opportunities Provision Coordinator
To start as soon as available
37 per week, term-time only**

**Salary: Equivalent to NJC Scale 5, points 12-17 £21,589 £23,836 (actual salary
£18,516.72-£20,443.95 per annum).**

We are seeking to recruit a committed and dynamic individual to work with an identified group of KS3/4 students. The successful applicant will have experience of working with challenging young people, be able to deliver small group work and organise modified programmes of work. The post requires a flexible approach to working with our students. The Academy currently has planning permission to build a brand new centre for this provision on the school site and we are all very excited by this. If you have the skills set and tenacity required then please do contact us.

Closing Date for applications: 9.00am Tuesday 24th September 2019

Interviews will be held soon after

Applications: Please see our recruitment pack available on our website www.bexhillacademy.org under ‘community’ and then ‘vacancies’. Send completed Academy application forms and covering letter of application to HR Manager - jill.hunt@bexhillacademy.org

Please note, we do not accept CVs or approaches from agencies.

Informal visits are very welcome: To arrange a visit or if you require further information please contact Mark Linch, Director of Alternative Education and Pastoral Care mark.linch@bexhillacademy.org

***Bexhill Academy is committed to safeguarding and promoting the welfare of children and young children,
therefore all positions are subject to an Enhanced Disclosure and Barring Service check (DBS).***

JOB DESCRIPTION AND PERSON SPECIFICATION

POST: (New Opportunities Provision Coordinator)

GRADE: NJC Scale 5 equivalent

RESPONSIBLE TO: Director of Alternative Education and Pastoral Care, Assistant Principal Pastoral Care

Hours: 37 hours a week, Term-time only.

Monday – Thursday 8.00 a.m. - 4.30 p.m. Friday 8.00 a.m. – 4.00 p.m.

Principal Accountabilities:

What is the purpose of the job?

To be accountable for the management and day to day running of the New Opportunity Provision and the transition of students from alternative provision to the main stream curriculum. All responsibilities are subject to change from time to time according to the varying needs of the Academy. A flexible attitude to working hours as some extended school hours, Saturdays or Academy holiday days may be required.

What do you have to achieve?

Within the curriculum area:

- Create an ethos of high aspirations that fits with the Academy values.
- Maximise the achievement of all students.
- Provide a positive transition from KS2 to KS4
- Good student motivation and attendance.
- A visible presence to the team of teachers and the students.
- Break down the barriers to learning by ensuring that a creative curriculum is available.
- To ensure student have the skills to develop into independent learners ready for the needs of the KS4 curriculum offer
- To manage a provision that provides a full time and a part time provision for KS3 & KS4 learners according to need.
- To plan, deliver and evaluate alternative programmes of education to meet the needs of the learners at both KS3 and KS4.

What are the job particulars?

Accountable to the SLT Link for Inclusion.

What do you have to do?

Operational/Strategic Planning:

- To take the lead in creating the ethos and vision for the Inclusion Project, including its role within the KS3 & 4 curriculum
- To contribute to the planning, delivery and preparation of appropriate courses within the New Opportunity timetable.
- To plan, deliver and evaluate alternative curriculum programmes (such as Forest Schools, Tougher Minds, ASDAN)
- To ensure appropriate curriculum resources are available

- To liaise with the parents, carers and external agents of students in the project.
- To conduct assessments of the emotional, behavioural, social and learning needs of individual students.
- To manage, alongside the Director, day-to-day behaviour and attendance issues in the unit, including running an effective rewards programme that includes the organisation of group activities.
- To meet perspective parents/carers and students to discuss admission arrangements for students into the provision.
- To ensure that all students in the unit are placed on an Additional Needs Plan and this is reviewed on a termly basis.
- To contribute to multi-agency and Annual Review meetings.
- To support the KS2 to KS3 Transition Process to ensure students are allocated in a timely manner to the provision on entry to the academy.
- To support a programme of transition from the Inclusion Programme into the main stream curriculum
- To deputise in the absence of the Director for Alternative Provision

STAFFING

Staff Development: Recruitment/Deployment of Staff:

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To engage actively in the Performance Management Review process.
- To work as a member of a designated team and to contribute positively to effective working relations within the project.
- To guide and support colleagues teaching in the Unit.

QUALITY ASSURANCE

- To help to implement school quality procedures.
To lead in the process of monitoring evaluation of the project in line with agreed school procedures including evaluation against quality
- standards and performance criteria. To seek/implement modification and improvement where required.
- To review methods of teaching and programmes of work, and to adapt provision curriculum according to student need.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum organisation and pastoral functions of the project.
- To evaluate the impact of the provision on behaviour and progress of the students within the mainstream curriculum

MANAGEMENT INFORMATION

- To maintain appropriate records and to provide relevant accurate and up-to-date information for registers etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform the teaching and learning across the project.
- To liaise with teaching staff by providing student snapshots to support transition to the main stream curriculum

COMMUNICATIONS

- To communicate effectively with parents and students as appropriate.
- To follow agreed policies for communications in the school.
- To work closely with multi-agency partners to provide an effective plan of support and intervention for students engaged within the project

MANAGEMENT OF RESOURCES

- To contribute to the process of ordering and allocation of equipment and materials.
- To identify resource needs and to contribute to the efficient/effective use of physical resources.

PASTORAL SYSTEM

- To promote the general progress and well-being of individual students.
- To register students, encourage their full attendance at all lessons and their participation in other aspects of school life as appropriate.
- To evaluate and monitor the progress of students and keep up to date student records as may be required.
- To contribute to the preparation of action plans, progress files and other reports, including transition reports.
- To alert the appropriate staff to problems experienced by students and to make recommendation as to how these may be resolved.

- To communicate, as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff.
- To contribute to the PSHE and citizenship and enterprise according to school policy

OTHER SPECIFIC DUTIES

- To play a full part in the life of the school community to support its distinctive aim and to encourage staff and students to follow this example.
- To continue personal development as agreed.
- To comply with the school's Health and Safety Policy and undertake risk assessment as appropriate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment any employee who develops a disabling condition.

The job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

PERSON SPECIFICATION

JOB TITLE: **New Opportunities Coordinator**

Criteria	Essential	Desirable
Education	To level three - A minimum of Grade C at GCSE (or equivalent) in English and Maths	Evidence of further personal and professional development
Qualifications	No specific job related qualifications. However, evidence of working with challenging students	
Experience	<p>Have experience of working with challenging students in an educational environment</p> <p>Experiencing of planning and delivering interventions for students</p> <p>To offer the teaching of curriculum activities, including an alternative curriculum e.g Forest Schools, horticulture, construction, mechanics etc.</p> <p>Working with multi agency partners to provide a dynamic curriculum</p>	
Knowledge	<p>Statutory National Curriculum requirements at KS2, KS3 and KS4</p> <p>Awareness of current curriculum changes.</p>	
Skills and Abilities	<p>Highly professional demeanour</p> <p>A positive and cheerful personality</p> <p>Able to develop materials which match the learners' needs</p> <p>Sound organisational skills</p> <p>Effective communication skills</p> <p>The ability to work as part of a team</p> <p>The ability to use your initiative</p> <p>To be a person of integrity</p> <p>Able to maintain confidentiality</p> <p>Able to display empathy</p> <p>Able to adapt</p> <p>A good sense of humour</p>	
Commitment and other requirements	<p>Required to lead extra-curricular activities as appropriate</p> <p>Required to attend appropriate training and development</p>	