

# RIDGEWAY ACADEMY – JOB DESCRIPTION

## Alternative Curriculum Officer



<b>Job Title:</b>	Alternative Curriculum Officer
<b>Grade:</b>	H5-6 depending on experience
<b>Hours:</b>	37 hours per week, term time plus 5 days to include INSET days
<b>Responsible to:</b>	School Operations Manager via the Alternative Curriculum Manager

### **Main purpose of job:**

The purpose of the Alternative Curriculum Assistant is to work as a member of the school's pastoral team, alongside teaching staff and the Special Education Needs Department to ensure that students who receive an Alternative Curriculum at both KS3 and 4 through the RISE centre at the Ridgeway Academy achieve their potential.

The Alternative Curriculum Assistant is an integral part of the RISE team. They will be a flexible and supportive member of staff who can assist Alternative Curriculum Manager, Pastoral Leaders and RISE teaching staff in the effective daily management of the students, as well as providing a supportive framework for individual and group intervention as necessary. The nature of the role is such that flexibility and self-motivation are crucial to success.

### **Main areas of responsibility:**

- To supervise students in the KS3 and 4 RISE provision providing a purposeful learning environment to allow students to continue their progress when in alternative curriculum
- Ensuring the RISE centre learning environment is maintained to the highest standard Developing a supportive relationship with mentees, aimed at achieving the goals in their action plan
- Maintaining regular contact with the families/carers of their mentees and encouraging positive family involvement in the child's learning
- Keeping detailed records of progress towards the identified goals and specific outcomes and, gradually withdrawing support when those goals have been achieved
- Working with school staff to formulate and deliver tailored support packages for any pupil who assumes the role of a service user of the RISE centre
- Taking responsibility for monitoring of students' progress, including weekly one-to-one discussions for either counselling/support or assistance in overcoming barriers to learning
- Tracking external intervention programmes and monitoring both delivery and progress;
- Arranging and attending meetings with external agencies as directed by the Assistant Headteacher
- Ensuring attendance for all pupils on external provisions and updating trackers accordingly along with the Trust Attendance team
- Completing safeguard checks and regular audits to ensure provisions are in line with the school's expectations and standards;
- Conducting regular review meetings with all stakeholders involved to assess and develop pupil progress
- Ensuring that students are complying with school policy in terms of behaviour, appearance, academic work and social interactions and follow the guidelines given in the staff handbook if any student is infringing on these policies; taking responsibility for student behaviour and ensuring school disciplinary procedures are properly followed with affected students
- Support and deliver key intervention and lessons in line with National Curriculum delivery targeted at pupil development
- To manage the learning of students who are in following the alternative curriculum and ensure they make progress in line with their individual targets and needs
- To provide behaviour intervention support, through mentoring and coaching as required
- To provide data and admin support to the Alternative Curriculum Manager and SLT colleagues

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- Working with groups of students or mentoring individual students to improve progress and positive attitudes towards school
- Supporting the pastoral team by undertaking other duties eg cover for PIBS team
- Read and adhere to the various policies of the school as expressed in the School Improvement Plan, the staff handbook, subject team/year team documentation etc
- Take a full part in the delivery of the school's Personal Development programme
- Participate in the management of the school by attending various team and staff meetings
- Ensure that all deadlines are met as published in the school calendar
- Undertake professional duties that may be reasonably assigned to them by the headteacher
- Be proactive and take responsibility for matters relating to health and safety

### Progression of students

- The Alternative Curriculum Assistant will assist in ensuring that all aspects of student progress is managed effectively by contribution to achievement assemblies and managing rewards and sanctions.

### General welfare of students

These tasks may also be undertaken as part of the daily routine of the Alternative Curriculum Assistant, under the guidance of the Behaviour Manager and Heads of Year

- To assist in enforcing sanctions and discipline for the school, in accordance with school policy
- Assisting in the daily organisation of logistical and administration matters: meetings with parents and other agencies.
- To undertake school duties before school at break and lunchtime and afterschool to support student behaviour
- To work in triaging safeguarding concerns following the schools safeguarding procedures and protocols

### Additional Information

This is a key role within the school which is likely to involve access to highly confidential information and will require working with students across the school as required.

All staff are expected to comply with the school's safeguarding policy.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure Barring Service as part of Hertfordshire County Council's pre-employment checks.

This job description sets out the duties of the post at the time it is drawn up; it will be reviewed regularly and may be subject to amendment 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 the School in relation to the post holder's professional responsibilities and duties. The Headteacher may vary the duties from time to time without changing their general character or the level of responsibility entailed.

Signed (member of staff)	Signed (Headteacher)
Date	Date