



Grace Academy Solihull

Job Description



Role:	Grace Alternative Provision Facilitator
Responsible to:	Line Manager, Department/Faculty
Based at:	Grace Academy Solihull
Hours:	37 hours per week, 39 weeks per year
Grade:	Grade G-H, points 8 to 21

Job Context

To support students where there are barriers to learning, through an onsite alternative provision and setting that will enable students to transition back to a mainstream environment in order for them to achieve their full potential.

Key Responsibilities

- Responsible for the day-to-day operations of the on-site alternative provision, including coordinating staff in the provision, resources, and student activities.
- Manage referrals into the provision and ensure timescales are upheld.
- Develop and implement individualised support plans for students with barriers to mainstream education, in collaboration with teaching staff and external agencies.
- Provide direct support and interventions to students, including behaviour management, emotional support, and academic assistance.
- Coordinate the transition and reintegration of students back into the mainstream building, working closely with mainstream school staff, parents, and external support services. This will include escorting students to and from the main building as appropriate.
- Lead and support the implementation of diagnostic work for students, including assessments, observations, and referrals for additional support services.
- Maintain a safe, inclusive, and nurturing environment for students, ensuring their well-being and positive engagement in learning activities.
- To formally and informally mentor students to overcome barriers to their learning, and promoting the achievement of high standards in readiness for their future away from the school environment.

Job Description

Daily Supervision of provision and students

- 1) Ensuring preparation of learning materials
- 2) ensuring learning materials are differentiated and fit for purpose
- 3) Daily room set up and layout to be prepared and appropriate for needs
- 4) Registering students
- 5) Supervise the day to day learning of all students within the provision
- 6) Supervise and organise lunch arrangements

- 7) Quality assure on a daily basis the quality and appropriateness of all learning materials and experiences
- 8) Daily receiving and checking of data on students' attendance and punctuality referring concerns to senior pastoral assistants;
- 9) Liaise with outside agencies as necessary;
- 10) Liaise with SENCO as appropriate;

Person Specification

- Experience working with secondary school students with diverse needs and challenges
- Strong understanding of alternative provision and evidence-based interventions for students with barriers to mainstream education.
- Excellent communication and interpersonal skills to engage with students, staff, and parents, and to build effective partnerships with external agencies.
- Ability to work collaboratively with a multidisciplinary team, including teachers, counsellors, social workers, and external support services, to meet the diverse needs of students.
- Knowledge of educational diagnostic tools and assessments, and experience in interpreting and using assessment data to inform support plans.
- Relevant experience in a similar role within an educational setting, with a proven track record of effectively supporting students with diverse needs.
- A passion for supporting students with diverse needs and a commitment to their success, with a compassionate and empathetic approach.
- Flexibility and adaptability to meet the changing needs of students and the provision, and to respond to crisis situations as needed.
- A clear understanding of safeguarding and child protection policies and procedures, and a commitment to promoting the well-being and safety of students.

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.