



Job Description

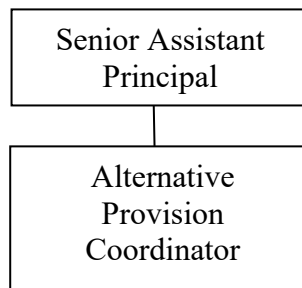
Job Title: Alternative Provision Coordinator

Grade: OAT Grade 4

Reports to: Senior Assistant Principal

**Organisation
Chart:**

**Show immediate
manager and any
jobs reporting to
this post.**



**DBS Check
applicable?**

Standard ☐ **Enhanced** ☒ **None** ☐

**Is post exempt under the Rehabilitation of Offenders Act
1974 in respect of declaration of spent convictions?**

Yes ☒ **No** ☐

Job Purpose:

To be responsible for the organisation and coordination of alternative provision/behaviour panel across the Academy.

To support the Senior Assistant Principal and the Designated Safeguarding Lead in relation to safeguarding processes.

To support with the accurate recording of Academy attendance and student data.

Main Duties and Responsibilities:

Alternative Provision/Behaviour Panel

- To oversee the organisation of alternative provision/behaviour panel across the Academy.
- Complete and submit referral paperwork in conjunction with other professionals within the Academy.
- Liaise with alternative provisions and other external agencies (e.g. social services, educational psychologists) as required.
- Complete quality assurance visits to ensure suitability and effectiveness of alternative provision placements.
- Liaise with parents and professionals to support student progress and welfare.
- Monitor attendance, behaviour and progress of students in alternative provision settings.
- Liaise with key staff (Teachers, Head of Year, Behaviour Team) to enhance support for students within alternative provision.
- Review provisions put in place in line with relevant timescales and individual student needs.
- Attend and contribute to multi-agency meetings as directed by the Senior Assistant Principal and the Designated Safeguarding Lead.
- Take minutes at meetings as required.
- Maintain accurate records and provide regular updates/reports to the Senior Leadership Team.
- Ensure compliance with safeguarding policies and procedures, reporting any concerns.

Attendance

To support with the Academy's attendance function. This will include but is not limited to:

- First day absence calling to ascertain whereabouts of non-attendees.
- Ensure Academy registration periods are completed accurately and on time, liaising with staff and following up on any queries.
- Accurate recording of attendance data/absence related messages in the Management Information System.
- Regular communication with parents/carers in follow-up to any absence concerns, raising issues to the Academy Attendance Officer/Designated Safeguarding Lead as appropriate.
- Undertaking home visits with the Academy Attendance Officer and/or Designated Safeguarding Lead where required.

Generic Responsibilities:

To undertake such other duties appropriate to the grade of the post as the Deputy Principal may from time to time reasonably determine.

To carry out all responsibilities with regard to the Academy's Equalities Policy and Procedures and Customer Care Policy.

To comply with all Health & Safety at work requirements as laid down by the Academy.

Flexibility Clause:

Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.

Variation Clause: This is a description of the job as it is constituted at the date shown. It is the practice of the Academy to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

DATE: September 2026 **COMPLETED BY:** Senior Assistant Principal