

## ALTERNATE PROVISION LEAD CANDIDATE BRIEFING PACK

SEPTEMBER 2024



“Staff feel that their workload is supported well and say that they are proud to work at the school... they have every reason to be proud”  
-OFSTED 2022

Part of



ACTIVATE  
LEARNING  
EDUCATION TRUST

## WELCOME FROM THE HEADTEACHER OF THEALE GREEN SCHOOL

Thank you for your interest in the post of Alternate Provision Lead at Theale Green School. This is an exciting position for a candidate that has a passion for education with a focus on high quality learning. Theale Green School is the fastest growing Secondary School in West Berkshire and we are looking to welcome a colleague to join our leadership team who has aspiration and a can-do attitude.



Theale Green School is a very special school, anyone who visits our school immediately recognises this and can sense the family-feel welcome. We are delighted this was recognised in our Ofsted report May 2022 **“pupils are proud of their school. All pupils spoken to said they would recommend it. Pupils feel safe and happy”**. We are a school in the heart of a community, with incredible staff, students and families all striving for the same thing: to see students become successful young adults.

Theale Green School is going through a period of sustained growth thanks to the substantial improvements in the Quality of Education and Student Experience we have embedded over the last five years. This was identified by Ofsted **“the curriculum is ambitious, well considered and carefully constructed”**. Students are enthusiastic about learning and are encouraged to explore their natural curiosity about the world they live in. Students achieve strong outcomes as they progress through our school, and go on to outstanding destinations when they leave us, with many being the first in their families to go to university – truly “Transforming Lives Through Learning”. Our students benefit from a rich, broad and balanced curriculum with excellence and aspiration at its core. This develops employability skills and deepens their understanding, opening doors to future successes. Students are empowered to think, to act confidently, and with professionalism: this allows them to compete to be the candidate of choice in the world renowned, local companies’ workforce. This position would build on this strength and support our students to their next exciting phase of development.

Theale Green School has a strong reputation in the local community, and many of our staff choose to send their own children to our school. In 2024, our ability to work together to support each other feels more important than ever, and this year will see us go from strength to strength as we continue to grow and provide a high quality student experience.”

We are looking for the right candidate with a strong knowledge of secondary school education and how this links in to the pathways for our students’ futures. The successful candidate will continue to be aspirational in their approach and continue to ensure that every student can flourish academically and personally in an aspirational and supportive environment. Student and staff well-being is at the heart of our work. A focus on professional development, including employability skills, enables students and staff to achieve personal growth in their aspirational career pathways.

If you are an ambitious and aspirational educator looking for a role in an Ofsted rated Good school which provides opportunity for growth and collaboration, then we look forward to receiving your application.

**Charlotte Badarello**  
**Headteacher**

## WELCOME FROM THE CEO OF ACTIVATE LEARNING EDUCATION TRUST

Since joining Activate Learning Education Trust (ALET) in April 2018, Theale Green School has gone from strength to strength; evidenced by more parents and children selecting Theale Green School as their first choice, incredibly positive parental feedback and strong outcomes for students.

We're also incredibly proud and delighted that the school is recognised by Ofsted as being a Good school which is testament to all the hard work and positivity that has taken place, and which will we will grow on going forward.



As a new member of staff, you will be joining Activate Learning Education Trust at an exciting time as we embark on the next stage of our journey and will work alongside other leaders to support the delivery of our Strategic Plan 2021 – 2025.

The next stage of our development will see the Trust grow in student numbers; stage one of this growth will be through over-subscription in each school, and by further growth with like-minded schools joining our Trust to deliver our vision of transforming lives through learning.

During the period of this strategic plan, we will be working with our talented and dedicated staff body to become the employer of choice; this will see high retention and strong recruitment across all schools, thus providing our students with the best education provision, where we develop their skills, attributes and ability to learn for life.

We will also look back from 2025 and recognise our Trust as leading the way in developing our students, through working with a growing number of employer partners to provide our students with the skills and attributes required for successful future careers and life.

During this time, we will see our Trust move into becoming a more outward facing organisation within our communities, education sector and employer partners. Everything we do aims to transform lives through learning. Our Trust thinks differently by focusing on preparation for successful lives and careers; we just happen to deliver qualifications. At Theale Green School, we recognise the importance and value of our role which is one of privilege and responsibility that requires us to be dedicated. We expect staff to demonstrate our Attributes of being Professional, Aware, Confident, Resilient and Enterprising. Want to join us?

If you would relish this challenge and appreciate the invitation to become a key member of a successful, forward-thinking MAT, we would very much welcome your application.

**Joanne Harper**  
CEO, Activate Learning Education Trust

If you would like to visit the school or if there are questions that the pack does not answer for you, we will happily answer them. Please contact Anita McIntyre, HR Manager on 0118 930 8510 or via email at [amcintyre@thealegreen.w-berks.sch.uk](mailto:amcintyre@thealegreen.w-berks.sch.uk)

## ALTERNATE PROVISION LEAD

**Location:** Theale Green School, Church Street, Theale RG7 5DA

**Salary Range:** Scale point 5 (12-17) (FTE £26421 – £28770.00) Pro rata £21185.00 to £23069.00

**Hours:** Full time 35 hours per week Monday to Friday term-time 2 INSET days

**Start date:** As soon as possible

This is an exciting position for a candidate that has a passion for education to teach bespoke literacy based literacy-based learning in a range of subjects for Year 9 and keystage 4 students in pairs, small groups or individually. We are looking to welcome a colleague to join our Inclusion team who has aspiration and a can-do attitude.

This role is integral to the raising of standards and improving the educational experience of students at Theale Green School.

Theale Green School is part of the Activate Learning Education Trust consisting of six secondary schools. Our purpose is to be “School of Choice for the Community”, which we have continually proved over the last four years with significant growth in student numbers, and improved outcomes. We pride ourselves in equipping our students with the skills needed for their future careers and lives. There is an opportunity for potential candidates to visit the school and meet Charlotte Badarello, Headteacher. Please contact Anita McIntyre HR Manager on 0118 930 8510 or via email at [amcintyre@thealegreen.w-berks.sch.uk](mailto:amcintyre@thealegreen.w-berks.sch.uk) to arrange a visit to the school and conversation with Charlotte.

**For more information visit:** <https://www.thealegreen.w-berks.sch.uk/> and <http://www.alet.org.uk/>

**Closing date for applications is:** 9am on Tuesday 15<sup>th</sup> October 2024

**Interviews will take place on:** w/c 21<sup>st</sup> October 2024

As an Activate Learning Education Trust school we are committed to safeguarding and promoting the welfare of children and young people. Any post within the Trust is subject to an enhanced Disclosure and Barring Service check.



# ACTIVATE LEARNING EDUCATION TRUST

## WHO ARE WE

Activate Learning Education Trust (ALET) is a Multi-School Trust (MAT) established by Activate Learning in 2015. We transform lives through learning by providing exciting and innovative education for young people by looking at how we learn as well as what we learn.

Activate Learning is the sponsor for Activate Learning Education Trust, which is run with the support of a number of industry and academic partners.

## OUR VISION

“TRANSFORMING LIVES  
THROUGH LEARNING”

## OUR MISSION

To ‘transform lives through learning’ by igniting confidence, expanding opportunities, energising the community and generating prosperity. Through **Our Learning Philosophy** and core values of empowerment, enterprise, connectedness and transformation, we will provide our students and staff with a safe and supportive environment in which to thrive and become independent learners.

## OUR VALUES

EMPOWERMENT

ENTERPRISE

CONNECTEDNESS

TRANSFORMATION



# CURRICULUM

Our curriculum provides a rich, broad and balanced learning experience for all students across all years.

We see our curriculum as being holistic, with our resources carefully planned to flow seamlessly from the moment students join us in Year 7 until the point they leave us at the end of Year 11 or 13.



Our intention is to fulfil all the requirements of the National Curriculum and beyond, and to cater for the needs of students of all abilities. All students in years 7 – 13 study Relationships, Sex and Health Education (RSHE) to enable our students to grow up healthy, happy, safe, and able to manage the challenges and opportunities of modern Britain.

In Years 7 to 9 students follow a rich, broad, and balanced curriculum. These classes are taught by subject specialists to ensure a successful learning experience. Students begin their GCSE option choices in year 10, and these choices mark the transition towards the all-important final assessments in Year 11.

We offer a broad curriculum opportunity in our Sixth Form, including both vocational and A level courses. A curriculum enrichment programme, including P.E. and RSHE, is followed, standards are high and students are expected to be committed to their studies.

# ETHOS

At Theale Green School, we believe that aspiration is the preserve of every young person and destinations should never be limited based on historical experience. We all adhere to the principle that developing our talents, valuing our education and achievements, expanding our cultural horizons and respecting others, will prepare us for contributing well to our society.

We value a close working relationship with both parents, whose feedback is important to us, and with our broader community whose support is highly appreciated. We know, and are grateful, that the community has much to offer us, and we aim to offer much in return. We are privileged that our school sits at the heart of a community which supports the success of its young people without exception. By then prioritising the quality of teaching and learning, relationships, behaviour and aspirations, we achieve our Mission.



## Our Mission

Theale Green School is the School of choice for our community

### Our Values of:

**Progress** – we welcome challenges and persist when work is hard

**Hard work** – we make effort and a good impression in the workplace

**Respect** – we are polite and respectful to everyone, central to every conversation and interaction at Theale Green School



## JOB DESCRIPTION

Reporting to: Assistant Headteacher

### **Key Responsibilities**

#### **Job purpose**

To provide an alternative provision for students in years 9, 10 and 11. To teach bespoke literacy-based learning in a range of subject areas for Year 9 & Key Stage 4 students, in pairs, small groups or individually, including:

- The delivery of a range of lessons within ASDAN curriculum for small groups of students
- The delivery of literacy-based learning to support students working at Entry Level up to Level 2 Functionals Skills and GCSE
- The delivery of appropriate learning to individuals, pairs or small groups of students to aid revision techniques and to build self-esteem
- To deliver outreach tuition in key skills for hard-to-reach students and poor attenders, as and when required
- To build positive, respectful relationships with students; encourage high self-esteem and a sense of self-worth and provide a strong adult role model for the students
- To support and enable students who are neurodivergent, or have experienced trauma, loss, rejection and other barriers to education to engage, learn, grow, heal, succeed and move into adulthood
- To support the raising of attainment for SEND & PP students

#### **Main responsibilities**

- Plan and implement effective programmes of learning and produce appropriate teaching materials and resources based on individual need and ability to support progress with ASDAN, literacy & maths learning across the curriculum
- Deliver structured, engaging teaching to small groups of students or individuals at the appropriate level for each student, developing key skills & resilience up to GCSE
- Plan, prepare and deliver outreach tuition in key skills, when required, in response to student need and to support students with poor attendance
- Work and plan in partnership with Learning Mentors to deliver effective learning that meets the needs of all students
- Regularly set appropriate targets for each student, assess students' work and report on student progress and attainment, with reference to EHCPs and Student Profiles
- Prepare reports and participate in reviews, where necessary



- Promote high standard of personal values, school uniform, behaviour, attendance and work ethic
- Support senior staff in achieving targets related to achievement, behaviour, attendance and work ethic
- Work with all staff to take appropriate action to support students in need and those falling below school's expectations
- Provide individual and small group support for students on matters relating to behaviour, attendance, wellbeing and achievement
- Assist in the co-ordination of pastoral support, individual behaviour plans for students at risk of exclusion
- Contribute to Multi Agency case conferences and locality network meetings, Team Around Child meetings, Looked After Child and Annual reviews as appropriate
- Upkeep of student records via Edukey
- Development of resources and schemes of work to support improving student's wellbeing, progress, academic resilience and mental health

## **Group/Employee responsibilities**

### **Professional Conduct**

All employees are expected to:

- Follow TGS 's Appraisal Policy
- Make the most efficient and effective use of human, financial and material resources
- Be aware of and responsive to the changing nature of TGS, adopt a flexible and pro-active approach to work and contribute to a range of cross-site initiatives to facilitate the delivery of key business objectives
- Participate in TGS developments; attend internal and external meetings and training programmes relevant to the performance and execution of the duties of their post
- Be conversant with and operate all appropriate information technology resources available and to keep abreast of developments in this area
- Ensure compliance with all TGS policies, procedures and regulations and assist in the implementation of decisions
- Give good notice of any absence in line with the schools Absence Management Policy
- Adhere to general standards of conduct embodied in TGS policies
- Provide an education service which actively promotes equality of opportunity and freedom from discrimination, demonstrating that TGS encourages the valuable and enriching contribution, which people from a range of backgrounds and experiences can bring to the life and development of the organisation
- Work within any legislation to which TGS is bound by law
- Make the most efficient and effective use of resources being aware of budget implications

- Responsibility to promote and maintain a safe and healthy environment for yourself, all other staff and students
- Responsibility to respect TGS Community and abide by the Equality policy
- Report any incidence of bullying/harassment as part of the safeguarding statement and procedures
- To provide the service in accordance with the Trust's Vision, Strategic Plan and Service Improvement Plans
- To demonstrate and promote ethical behaviour appropriate to that which would be expected by our stakeholders
- To work in a flexible manner and to be willing to undertake other duties as reasonably requested

### Person Specification

QUALIFICATIONS AND EXPERIENCE	Essential or Desirable
Minimum of grade C GCSE or equivalent in literacy and numeracy	E
Good IT skills	E
Enhanced DBS	E
Ongoing portfolio	D
Experience of working with children of secondary school age	D
Experience of working with children with special needs	D

TECHNICAL COMPETENCIES AND SKILLS	
Strong organisational ability	E
Effective communication skills	E
Ability to communicate effectively with children, parents/carers and other staff in written, face to face and electronic correspondence	E
Ability to encourage, motivate and support academic progress of pupils across keystages	E
Awareness of child protection and bullying issues	E
Ability to use databases and schools' systems	E

## BEHAVIOURAL SKILLS

Willing to work independently and as part of a team	E
Ability to prioritise in all situations	E
Respond in a controlled and measured manner to request for support	E
Work in a non-judgemental way	E
Enjoy working with children and have empathy with pupils and be sympathetic to their needs	E
Professionally discreet and able to respect confidentiality	E
Flexible approach to tasks	E
Patient and resilient	E

