



FIVE ACRES HIGH SCHOOL

RECRUITMENT PACK



Proud to be part of the

GREENSHAW
LEARNING TRUST



Five Acres High School,
Beech Avenue,
Coleford,
Gloucestershire GL16 7QW

Telephone: 01594 832263

Email: admin@5acreshighschool.co.uk



Dear candidate

Thank you for your interest in the role of **Alternative Provision (AP) Manager at Five Acres High School**. We are looking for a committed individual who is passionate about education and invested in supporting our students to be as successful as possible. **You will work in conjunction with our existing AP Manager to triage and manage the AP centre to ensure all aspects of students' educational provision are in place during their time out of mainstream lessons. This enables students in the remainder of the school to learn in disruption free lessons.** This is an excellent opportunity to join a successful forward-looking school set in a dynamic community. Our world class school quality mark and school of character kitemark plus show this. This is a school that will give you an opportunity to demonstrate you are remarkable.

Five Acres High School is one of the top 3.5% of schools nationally for progress and was rated 'Good' by OFSTED in 2022. Our world class school quality mark and school of character kitemark are further evidence that this is a great school to be a part of.. This is a school that will give you an opportunity to demonstrate you are remarkable. Our values are ambition, confidence, creativity, determination and respect and we pride ourselves on ensuring students work towards our mission which is to encourage students to 'Aim High, Work Hard and Be Kind'.

We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our 'Why you should work for GLT' recruitment brochure on our jobs portal.

Five Acres High School is committed to safeguarding and promoting the welfare of children and young people, therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information from our School HR Manager, Dawn Pearse, dpearse@5acreshighschool.co.uk.

We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely

A handwritten signature in black ink on a light grey background. The signature is stylized and appears to read 'S. Phelps'.

Simon Phelps, Headteacher

ABOUT OUR SCHOOL

At Five Acres High School, we have built our ethos on a strong set of core values which underpin everything that we do. Our aim is to give students at Five Acres a better chance of success than if they attended any other school in the country.

Ambition, excellence and pride run through all aspects of school life.

Our school maintains high expectations, with a strong focus on staff development and strong behavioural expectations and routines embedded within the school. This allows teachers to focus on planning and delivering excellent lessons which enable all students to make progress and feel successful. Our school is focused on ensuring all are included by enabling students to develop into well-rounded young adults who are instilled with the school's core values of ambition, determination, respect, creativity and confidence. We are able to achieve this through our Character Education programme as well as our embedded practices such as our reading programme and knowledge rich curriculum.

Ambition

We have a strong desire and determination to achieve success. We believe there are no limits to what can be achieved. We do what it takes for as long as it takes. In other words, we go for it every day!

Excellence

We strive for greatness in everything we set our minds to. We endeavour to do our very best and excel in all aspects of school life.

Pride

We are 'fiercely' proud of ourselves, our school, our community and our Trust. We hold our heads high and feel a sense of togetherness and joy in our school.

Department/team information

This role will support the Pastoral and Behaviour team within the school with the day to day running of the Alternative Provision (AP) unit. This on site unit provides students who have been removed from their lesson for behavioural reasons with a quiet and effective place to continue their learning.

The AP Manager role will be part of a team who will share the workload for running both the AP room and the attached triage/intervention room. Alongside this role the successful candidate will also hold responsibility for behaviour data analysis for a particular key stage - they will then use this information to work closely with the Pastoral Leads and Heads of Year to plan and run targeted behaviour interventions.

This individual will work in conjunction with our existing AP Manager.

For more information on the role, please see our [Behaviour Policy](#), section C16, page 11

TERMS AND CONDITIONS

CONTRACT

Permanent

SALARY

- Salary calculated in line with GCCH pay scale, points 14 - 25, £29,540 - £36,363 per annum (£25,582 - £31,491 per annum pro-rated). Starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder.

HOURS OF WORK

36 hours worked 8am - 4pm, Monday to Friday. This is worked term time only (38 weeks) plus 1 week of inset days throughout the year.

PLACE OF WORK

Five Acres High School, Beech Avenue, Coleford, Gloucestershire GL16 7QW.

PENSION SCHEME

- Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>
- GLT will recognise continuous local government service for redundancy purposes in line with the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999.

HOLIDAY ENTITLEMENT

- The postholder will be paid an enhancement for holiday pay, which is included in the salary details above

PROBATION PERIOD

New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

Post:	Alternative Provision (AP) Manager
Responsible to:	Deputy Headteacher
Responsible for:	N/A

ROLE OVERVIEW

To work as a central part of the behaviour team to co-lead the Alternative Provision for Five Acres High School. The centre operates at the heart of the school enabling students across the school to learn in disruption-free lessons. For students who have chosen by their actions to not be part of the daily life of the school, the centre exists to ensure that they will continue their own learning separate from their peers. The AP Manager will ensure that all aspects of their educational provision are in place for the period of time they are out of mainstream lessons.

MAIN DUTIES AND RESPONSIBILITIES

- The provision is fully operational each day to receive any student who has been excluded from class (In line with the Behaviour Policy)
- The high level of expectations is made clear to every student and are adhered to and that these standards are maintained by all staff who visit or work in the provision.
- The centre is effective, through assessing the needs of individuals regularly sent to the AP, and referring issues where necessary to the Line Manager, Head of Year, Pastoral Leads, Teachers, Tutor, SENDCo.
- Each student is booked into the provision and that records are kept up to date for each person.
- The process for booking in a student and notifying parents and staff is followed and recorded in line with our Behaviour Policy
- Each student is allocated to the most appropriate area for the time of their withdrawal from classes. (Provision room, or other depending on SEN agreement).
- To ensure that each student is then provided with appropriate work from their Key Stage for the duration of their time in the provision (Usually 24hrs) and this should include an appropriate reading book.
- To organise and obtain learning resources from each subject area for the provision so that it can be self-sufficient, in operation, if appropriate.
- To liaise with Line Manager for any student who chooses to continue to defy the expectations of the school.
- Staff who come for the 'Restorative Conversations' are directed to an appropriate space/room
- Students are formally signed out after their 24hr sanction to return to lessons., including notifying the HOY of issues/concerns noted during their stay in AP.

STAFF DEVELOPMENT

- To continue personal development in the relevant areas, including subject knowledge and teaching methods.
- To engage actively in the Performance Management process.
- To participate in whole school professional learning programmes.
- To take part in the staff development programme by participating in arrangements for further training and professional development.

SAFEGUARDING

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
Qualifications and training		
At least 5 GCSE's which must include at least a 4 or equivalent in English and Maths	x	
Evidence of professional development in a relevant discipline	x	
Willingness to undertake further CPD	x	
Skills and experience		
Previous experience of working with children.	x	
Excellent problem solving, communication and organisational skills	x	
Have an understanding of young people's social, emotional and educational development needs	x	
Have the skills and ability to problem solve, communicate and organise	x	
Ability to maintain confidentiality and deal sensitively with related issues/individuals with tact, diplomacy and discretion.	x	
Able to demonstrate a level of resilience and take on board constructive feedback to further improve performance.	x	
Ability to be self-motivated and succeed when managing distractions	x	
A willingness to work with strict routines and make an impact.	x	
A flair for innovative solutions to behaviour management within our AP unit	x	
Experience of working with young people who display challenging behaviours		x
Previous experience of working with children in an educational setting.		x
Knowledge of child behaviour systems		x
Experience of using Bromcom		x
Personal attributes		
Good interpersonal skills with both adults and children both written and verbal	x	
Be flexible, dependable and able to follow management instruction & direction	x	

Ability to work quickly, methodically and accurately to undertake a variety of tasks to ensure the smooth running of the provision	x	
Efficient, accurate and excellent attention to detail	x	
An ability to quickly adapt to change	x	
Have a willingness to extend skills through appropriate training.	x	
A passion and desire to drive things forward.	x	
Experience of using Information Technology within an administrative environment.	x	
Commitment to working within the School's Safeguarding Policy and Procedures.	x	
High levels of professional integrity, energy and enthusiasm.	x	
Commitment to extremely high standards and expectations.	x	

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than **11.59pm on Wednesday 17 June 2026**. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

INTERVIEW PROCESS

Interviews will be held on Wednesday 24 June 2026. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

TAKING UP POST

The successful applicant will take up the post on 1 September 2026.



GREENSHAW LEARNING TRUST



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