

The people behind
the magic.



JOIN OUR TEAM



Alternative Provision (AP) Manager

Pay Scale: Band I (NJC 29-33) **Actual Salary:** £33,408 - £36,939

Hours: 37 hours per week Monday to Friday

Contract: Permanent, Term Time plus 5 days

Closing date: Monday, 31st March 2025 at 9am

Interviews will take place w/c: 31st March 2025

Start date: 22nd April or as soon as possible thereafter

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, we would encourage you to submit your application as early as possible.



Together
Learning Trust

When schools collaborate, incredible things happen.

Together Learning Trust is a thriving group local family of schools. We have three secondary schools, two school sixth forms, five primary schools and a special school, inspiring 5800 young people. We are driven by a shared commitment to providing magical learning experiences for all our children and a belief that all of them can achieve great things.

Exceptional achievement stems from developing world class teaching and learning. Creativity is the core of our values. Our staff are amazing, in both the relationships they forge and the incredible range of opportunities they make possible. We get great results, but we give and expect so much more. We are shaping a generation of future global citizens with the character they need to succeed; with the integrity and commitment to excellence that will enable them to thrive.

Together Learning Trust schools are wonderful places to work. We value and support our team across all our schools, and recognise the ideas, experience and expertise of our staff. Being part of the Trust opens up new opportunities for staff development. The Trust schools work closely together to identify and then implement the best school improvement strategies across its schools. Our aim is to grow great people and talent.

We cherish our staff, support their wellbeing and enable them to flourish. Being part of Together Learning Trust feels special due to the unique nature of the schools and the opportunities it brings for staff, students and communities to collaborate. For everyone involved in our Trust our mission is simple. To **Grow, Excel, and Learn Together**.

What could we do, together?

DAVID LORD, CHIEF EXECUTIVE OFFICER

"Working with such creative, professional and dynamic staff from other schools in the trust has helped make my job much more enjoyable and manageable, whilst reducing workload."



- DAMIAN BALL

Assistant Headteacher, The Brooksbank School

EXPLORE MORE



www.togetherlearningtrust.co.uk

Together
Learning Trust

Alternative Provision (AP) Manager

Would you like to be part of an inspirational secondary pastoral team of talent that support our growing Trust? Do you want to be part of a Trust where the members, trustees, and governors of Together Learning Trust cultivate a culture whereby our staff can thrive? Do you believe you can be a dedicated, diligent and creative team player and become a driving force within our secondary pastoral team? If the answer is yes, we'd love to hear from you.

What will you get in return?

This is a fantastic opportunity to work as part of a collaborative secondary pastoral team under the direction and with the support of our Pastoral Senior Leaders and Heads of School.

You will be based across our two Calderdale secondary schools where you will work closely with the Senior Pastoral Leaders and Heads of School across the Trust to develop an outstanding Alternative Provision (AP) offer for our Key Stage 3 students.

Our Alternative Provision Offer:

Based predominantly at Ryburn Valley High School, our provision will support students in Key Stage 3.

- Students will be taught academic elements of the curriculum (including English and Mathematics)
- Additional sessions will be scheduled based on the needs of the students and provided by the AP Manager, school staff and outside agencies
- Enrichment activities and opportunities will form part of the programme
- Students with SEND will be supported via staff (including teaching assistants) to ensure their needs are met
- Students will undertake a 12-14 week programme with the aim of successful reintegration back into school

The Trust is at an exciting point in its planned journey and as Alternative Provision (AP) Manager you will really help shape our growth for the future, supporting students in Key Stage 3 at risk of suspension, meaning you will be at the heart of shaping the framework that will deliver the best education and outcomes for all students.

Are you ready to be an ambassador for our Trust?

What the role involves in a nutshell:

- You will join a team of pastoral leaders and staff, working to support our students across our secondary schools
- Embrace and 'live' the vision and values of the trust;
- Lead from the front, demonstrating a strong work ethic and the tenacity to get things done;
- Inspire confidence from stakeholders and Heads of School;
- Be bold and creative seeking out new opportunities;
- Demonstrate the highest expectations of your own performance and in turn inspire others to be their best

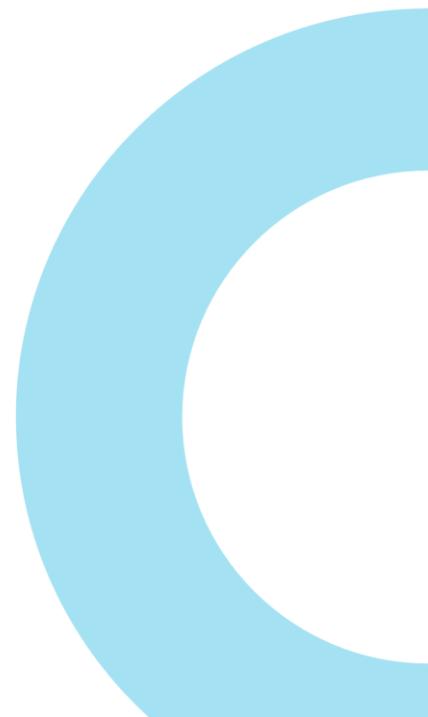
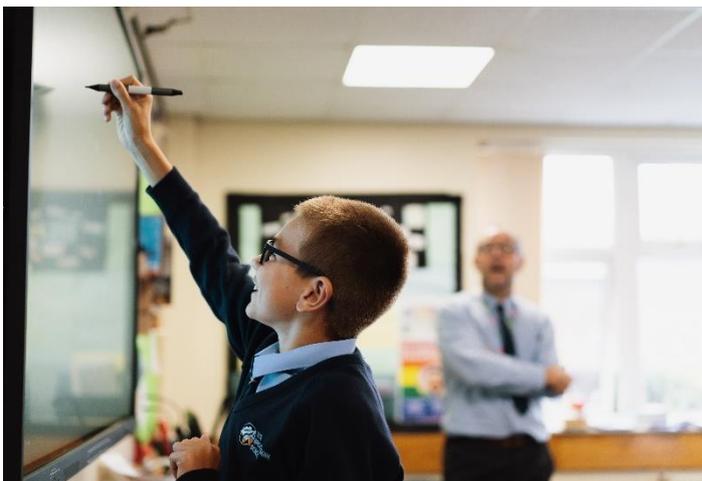
What you'll get in return?

You'll be joining a school and Trust which is all about putting staff first – with numerous wellbeing initiatives and social events to enjoy each term!

In addition to this you will benefit from:

- Automatic enrolment to the West Yorkshire Pensions Fund
- A Supportive and forward-thinking Leadership Team
- Staff development through appraisal and CPD
- Working as part of a creative and supportive team who want the best for all of our students
- Free Parking
- Cycle to Work Scheme
- Employee Assistance Programme offering 24/7 Financial, legal and Wellbeing Support
- Occupational Health
- Eye Tests *DSE/VDU users only
- £49 towards glasses and lenses * DSE/VDU users only
- Annual Flu Vaccines
- Home & Technology Purchase Scheme
- Lifestyle benefits (discount platform)

If our Trust sounds like a place in which you could really make a difference, then we'd love to hear from you.

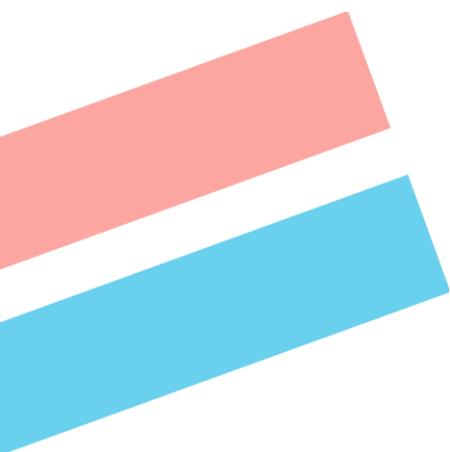


Alternative Provision (AP) Manager

<p>Responsible to:</p>	<p>Alternative Provision Senior Leads, Heads of School</p>
<p>Scale/Salary</p>	<p>Band I Term Time + 5 days (Actual : £33,408 - £36,939)</p>
<p>Main Purpose of the role</p>	<p>This role is based in our new alternative provision centres, split across our two Calderdale secondary schools (The Brooksbank School and Ryburn Valley High School). This provision is to support students in Key Stage 3 who are at potential risk of suspension and exclusion.</p> <p>In the role of Alternative Provision (AP) Manager, you will:</p> <ul style="list-style-type: none"> • Work closely with senior leaders to design and implement a curriculum for students in key stage 3 which is ambitious and engaging • Review the curriculum on a regular basis based on the needs of the students • Manage the provision, on a daily basis, assisted by part time staff from the main schools - Teachers, Teaching Assistants / SEND practitioners • Establish a stable, safe and supportive learning environment • Support students on a daily basis to ensure they can achieve their learning potential and transition to a positive return to main school education • Attend inclusion meeting on a regular basis to provide updates and discuss strategies for current AP students and potential AP students • Line manage support staff across the two centres • Liaise with outside agencies (eg. CAHMs, Educational Psychologist, Therapists)
<p>Main Duties</p>	<p>In the role of Alternative Provision (AP) Manager, you will:</p> <ul style="list-style-type: none"> • Lead a team of staff (teaching and support) so that the provision runs efficiently and can respond to the needs of the Trust and our Key Stage 3 students • Ensure systems are in place for screening Key Stage 3 students at point of entry identifying and assessing the needs of the student on an individual basis using a range of approved strategies to identify explicit behaviour and/or social, emotional and mental health needs (including any SEND need as identified by the SENDCO) • Set and maintain excellent standards in the provision so that all students make progress and to ensure a positive transition back to main school teaching is achievable • Implement and oversee a range of strategies to support our most vulnerable students; working with Trust staff and outside agencies • Work with Trust and School Leaders to ensure that there is a timetabled curriculum offer that promotes relevant and engaging programmes of study • Quality assure all aspects of the provision to improve teaching personal development, behaviour and attitudes • Promote positive relationships and work within a restorative framework • Promote and celebrate excellent behaviour and rewards and ensure behaviour management is consistent throughout the provision • Develop trauma informed practice, creating a team around each student • Lead on induction meetings into the provision with parents and carers • Attend inclusion meetings on a regular basis to discuss identified students and feedback on students within the provision • Work with colleagues and other relevant agencies to identify barriers to learning and negotiate and implement behaviour improvement plans and

	<p>other strategies to overcome them and measure impact</p> <ul style="list-style-type: none"> • Ensure the effective implementation of the monitoring systems within the provision • Contribute to the school procedures for school quality assurance • Communicate with parents on a daily / weekly basis as well as at parents' evenings as appropriate • Organisation and co-ordination of multi- agency support • Deliver and support learning activities across both sites • Work with the Secondary SENDCos and any other staff within the Inclusion team, to ensure that work is matched to individual student's needs • Make appropriate arrangements for when staff are absent, ensuring appropriate cover within the provision • Liaise with Heads of Year and other pastoral leaders to ensure that referrals into the provision are accurate and that students can reintegrate back into the mainstream provision • Evaluate and monitor the progress of students and keep up-to-date student records as may be required • Contribute to the preparation of student pastoral files and other reports • Support with student reintegration back into the main school site, working with pastoral leaders, parents and students to provide a successful outcome for all • Alert appropriate staff to problems experienced by students • Attend and participate in relevant meetings as required • Participate in training and other learning activities and performance development as required • Contribute to the preparation of documents for Senior Leadership meetings on the effectiveness of the Alternative Provision in the school
General	<ul style="list-style-type: none"> • You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person without delay • You will participate in training and other learning activities and performance development as required • You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking. • You will ensure strict confidentiality in all areas of work • You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR) • You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records) • You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once • You will always comply with the Trust's policies and procedures • You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation
Expected Behaviours	<ul style="list-style-type: none"> • Support the ethos, vision, principles and values of the school • Treat colleagues, students and all members of the community with respect and consideration • Treat all students fairly, consistently and without prejudice • Set a good example to students in terms of appropriate dress, standards of punctuality and attendance • Support the ethos of the school by upholding the code of conduct, uniform rules, etc.

	<ul style="list-style-type: none"> • Ensure you abide by the teaching standards within your assigned curriculum area, highlighting outstanding practice in the classroom and acting as a role model to all staff • Take responsibility for own professional development and participate in arrangements adopted by the school for the assessment of his/her performance and that of other teachers • Reflect on our own practice as well as the practices of the school with the aim of improving all that we do and achieving excellence • Read and adhere to School polices and implement School improvement plans • Participate in the development and management of the school by attending various team and staff meetings • Undertake duties as prescribed within the school's policies • Undertake professional duties reasonably assigned to them by the Headteacher / Head of School • Be proactive and take responsibility for matters relating to health and safety • To play a full part in the life of the school community, to support its distinctive values and ethos and to encourage and ensure staff and students follow this example
<p>Other specific duties</p>	<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Chief Executive Officer and Headteacher to undertake work of a similar level that is not specified in this job description.</p> <p>This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed by the Chief Executive Officer or Executive Leaders to reflect or anticipate changes in the job commensurate with the grade and job title.</p>
<p>We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.</p>	





Alternative Provision (AP) Manager

To be assessed through application, reference, interview and certificates

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications		
GCSE Grade C / 4 or above in English and Mathematics	x	
Recent and relevant safeguarding qualification	x	
Driving License (with Mini-Bus license or willingness to undertake)		x
Basic First Aid Qualification		x
Experience, Knowledge and Skills		
Significant experience of working with students in a school environment	x	
Experience of working with vulnerable students and their families	x	
Experience of using IT packages (including Microsoft Office and CPOMs)		x
Experience of developing and implementing relevant pastoral strategies (eg. attendance, behaviour management)	x	
Experience of managing and supervising staff	x	
Experience of delivering pastoral teaching / learning activities		x
Experience of development, management and operation of administrative systems		x
Experience of working in partnership with agencies	x	
Knowledge and commitment to safeguarding and promoting the welfare of students and a proven understanding of the legislation relating to this	x	
Knowledge and commitment to school policies and procedures in relation to inclusive practice	x	
Knowledge of strong behaviour management systems in a secondary setting		x
Working knowledge of SEND/LAC/Safeguarding and different techniques available to support vulnerable students in challenging situations		x
Working knowledge of the law relating to attendance in education for students in secondary schools		x
Motivation to work with students, parents and carers	x	
Ability to work independently as well as effectively as part of a team	x	
Ability to relate to challenging students	x	
Ability to prioritise workload; work under pressure and to tight, often competing deadlines	x	
Ability to deal with variable work situations, analyse situations and plan appropriate interventions to achieve desired outcomes	x	
Ability to establish professional, effective relationships with a range of stakeholders including students, parents, carers, staff and outside agencies	x	
A proven record of effective pastoral support and the ability to listen to others	x	
Diplomacy and the ability to communicate at all levels	x	
Ability to work with highly confidential and sensitive information to protect students who are vulnerable	x	

Personal Attributes		
A commitment to inclusive education	x	
Ability to build positive working relationships with students, colleagues and parents	x	
Self-driven, results-orientated with a positive outlook	x	
A natural forward planner who critically assesses their own performance	x	
Mature, credible with excellent interpersonal skills	x	
Reliable, punctual, tolerant and determined	x	
Empathetic leader - able to see things from another person's point of view	x	
Able to motivate and persuade, negotiate and influence others	x	
Well-presented and professional	x	
Keen for new experiences, responsibility and accountability	x	
Able to get on with others and be a team player	x	
Ability to evaluate own learning needs and actively seek learning opportunities	x	
Integrity and exercises confidentiality	x	
Ability to think pragmatically and be solutions focused	x	

HOW TO APPLY

Say yes to new adventures.

If you are interested in the role and want more information, you **can book an informal chat with any of our Secondary Heads of School.**

(Donna Watkins – d.watkins@ryburn.tlt.school Darren Atkinson – d.atkinson@brooksbank.tlt.school)

If you're ready to apply, please complete our online application fully by clicking [here](#) before the deadline.

SAFER RECRUITMENT

We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. If you are shortlisted for interview, we will undertake an online public search in line with guidance from the Department for Education and Keeping Children Safe in Education 2024.