



**GREENSHAW**  
LEARNING TRUST

# Alternative Provision Manager Recruitment Pack



**ALWAYS  
LEARNING**

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Five Acres High School  
Five Acres  
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Dear Candidate,

Thank you for your interest in the role of **Alternative Provision (AP) Manager** at **Five Acres High School**. This is an excellent opportunity for an experienced committed person looking 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 recently rated 'Good' by OFSTED. 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. 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.

GLT is one of the highest performing multi-academy trusts in the country, we currently comprise of over thirty schools: in 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 are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

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 websites provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information by emailing Dawn Pearce, HR Manager on [dpearse@5acreshighschool.co.uk](mailto: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



Simon Phelps  
Headteacher

## **Greenshaw Learning Trust – ‘Always Learning’**

GLT is one of the highest performing multi academy trusts in the country that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We are all ‘Always Learning’.

Each school in GLT is led by its own leadership team and a governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

At GLT it is really important to us that our classrooms are disruption free and the schools are calm and orderly. Our shared behaviour policy assists to make this happen and enables our teachers to have the greatest impact on the educational outcomes of the children in their classes.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking, procurement and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 3,000 people and educates nearly 19,000 students. Further information about our schools can be found [here](#).

## **The Greenshaw Learning Trust Mission Statement**

*We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.*

*We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.*

*We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.*

## **Greenshaw Learning Trust Employee Benefits**

The GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer contributions to Local Government (LGPS) or Teachers Pension Scheme
- Cycle to Work scheme
- Gym membership scheme
- Employee Assistance Programme
- Free eye tests
- Childcare Voucher scheme
- Car benefit scheme
- My Health discounts



## Terms and Conditions

<b>Line Managed by:</b>	Assistant Headteacher
<b>Line Management:</b>	Not applicable
<b>Contract:</b>	Permanent
<b>Salary:</b>	Grade H, scale point 14 – 25 (£27,334 - £41,333) per annum Actual salary £23,572(Factor 44.967) - £29,648 (Factor 45.542) per annum
<b>Hours of Work:</b>	Monday to Friday, 36 hours per week. Term time only plus inset days
<b>Place of Work:</b>	Five Acres High School, Five Acres, Coleford, Gloucestershire GL16 7QW
<b>Medical Examination:</b>	The appointment is subject to a satisfactory medical report
<b>Superannuation:</b>	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: <a href="https://www.lgpsmember.org">https://www.lgpsmember.org</a>
<b>Holiday Entitlement:</b>	The postholder will be paid an enhancement for holiday pay, which is included in the salary details above.
<b>Probation Period:</b>	New employees are required to complete a six-month probationary period
<b>Disclosure &amp; Barring Service Check:</b>	This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check
<b>Right to Work Check:</b>	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations may be required in accordance with the statutory guidance

## **Job Description**

### **Alternative Provision (AP) Manager**

The duties and responsibilities in this job description are not restrictive and the post holder 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.

#### **Job Purpose**

To work as a central part of the behaviour team to 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).
- 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.



**Additional responsibilities**

To support with after school offer (detentions, homework clubs etc) including to lead sessions and liaise with parents with scheduling detentions.

**Safeguarding**

The Trust is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks.

***This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change.***

## 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.

Criteria	Essential	Desirable
<b>Training, Qualifications and Experience:</b> On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:		
	<ul style="list-style-type: none"> <li>At least 5 GCSE's which must include at least a 4 or equivalent in English and Maths</li> <li>Evidence of professional development in a relevant discipline</li> </ul>	
<b>Personal and Professional Qualities and Attributes:</b> In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	<ul style="list-style-type: none"> <li>Previous experience of working with children.</li> <li>Excellent problem solving, communication and organisational skills</li> <li>Ability to maintain confidentiality and deal sensitively with related issues/individuals with tact, diplomacy and discretion.</li> <li>Able to demonstrate a level of resilience and take on board constructive feedback to further improve performance.</li> <li>Ability to be self-motivated and succeed when managing distractions</li> <li>A willingness to work with strict routines and make an impact.</li> <li>A flair for innovative solutions to behaviour management within our AP unit</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience of working with children in an educational setting.</li> <li>Knowledge of child behaviour systems</li> <li>Experience of using Bromcom</li> </ul>
<b>Additional Requirements:</b> In their statement of suitability and during the selection process, candidates will demonstrate that they can meet the following requirements:		
	<ul style="list-style-type: none"> <li>Good interpersonal skills with both adults and children both written and verbal</li> <li>Be flexible, dependable and able to follow management instruction &amp; direction</li> <li>Experience of using Information Technology within an administrative environment.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of managing challenging behaviour from students</li> <li>Knowledge and understanding of how to remove barriers to learning</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to work quickly, methodically and accurately to undertake a variety of tasks to ensure the smooth running of the provision</li> <li>• Efficient, accurate and excellent attention to detail</li> <li>• An ability to quickly adapt to change</li> <li>• Have a willingness to extend skills through appropriate training.</li> <li>• A passion and desire to drive things forward.</li> <li>• Commitment to working within the School's Safeguarding Policy and Procedures.</li> <li>• High levels of professional integrity, energy and enthusiasm.</li> <li>• Commitment to extremely high standards and expectations.</li> </ul>	
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## The Recruitment Process

### 1. Application

Visit our website to view our current vacancies [here](#)

To apply for a staff vacancy, please register for an online account and complete the online application form. The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

You have the opportunity to upload an attachment to support your application if desired. In the application form you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than **11.59pm on 7 April 2024**. Applications received after this date will not be considered.

### 2. Shortlisting

Shortlisted applicants will be invited by telephone to attend an interview. Please make sure you have indicated clearly your telephone numbers on which you can be reached. If we are unable to reach you, we will follow this up by email. References will be taken up after shortlisting.

### 3. Interview Process

**Interviews will be held 11 April 2024.** Applicants may also be asked to undertake testing related to the knowledge and abilities in the Person Specification.

### 4. Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews.

### 5. Taking up post

The successful applicant will take up the post as soon as possible.

### 6. Additional information

For further information, please contact **Dawn Pearse, HR Manager on [dpearse@5acreshighschool.co.uk](mailto:dpearse@5acreshighschool.co.uk)**

### 7. Safeguarding

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 successful applicant will be subject to an Enhanced DBS and barred list check.