



RECRUITMENT PACK

Internal Alternative Provision Manager

Reach College – Roundhay School Alternative Provision



ROUNDHAY
SCHOOL

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Job Application Pack

INTERNAL ALTERNATIVE PROVISION MANAGER

Secondary – Permanent – Full Time (37 HPW) - TTO + 2 Days - Scale Point SO1 23-25 (£28,381-£29,971 P.A. Depending On Experience + Pay Award Pending) - Start: Sept 25

We are looking to recruit an inspirational and enthusiastic Internal Alternative Provision Manager to oversee Reach College – our new on-site Alternative Provision (AP) for Roundhay pupils and those from external schools. We are looking for a strong and confident communicator with high expectations of themselves and others, who will put the successful reintegration of young people at the centre of everything they do. The successful candidate will be willing to do 'whatever it takes' to ensure our pupils/students reach their full potential.

This is an exciting opportunity for an outstanding candidate, who will be instrumental in helping us to shape and develop this new provision, ensuring it evolves to meet the needs of the pupils and supports their successful reintegration. This academic and pastoral role will involve managing placements, collaborating with external agencies, fostering positive behaviour, and supporting the social-emotional development of pupils using restorative and nurture principles.

To apply, please click on the link below to be directed to our online recruitment system <https://careers.roundhayschool.org.uk>. Further guidance on making an application, as well as information on our school is provided at the end of this job pack and at our vacancies page using the link above.

Please remember to detail in your application your experience, the impact your appointment will make in terms of raising standards at Roundhay School and why you are the ideal candidate. All gaps in employment must be clearly accounted for. Please also be aware that we are not permitted to accept CVs.

The application deadline for this position is 23:59 on Sunday 29 June 2025. Please note, we encourage early applications and reserve the right to close this vacancy at any time.

For our Ofsted Report:
<https://reports.ofsted.gov.uk/provider/28/108076>

Roundhay School Statutory Information (including our Safeguarding & Child Protection Policy):
<https://www.roundhayschool.org.uk/our-school/statutory-information/>

To view our Sixth Form Prospectus:
<https://www.roundhayschool.org.uk/sixth-form/applications-admissions/>

Welcome

Dear Prospective Applicant,

Thank you for expressing an interest in the advertised position at Roundhay School.

We are looking for an enthusiastic and committed colleague who is willing to do **'whatever it takes'** to ensure that our amazing pupils get the very best school experience. As one of the first all-through schools, educating children from 4 to 18 with an outstanding Sixth Form of 500+, we are absolutely dedicated to continuing to improve in all areas. Despite our impressive results and history of success, we continue to have unrelenting ambition for the young people we serve, and you will not find the slightest hint of complacency.

Our truly comprehensive community reflects the cosmopolitan nature of Leeds, which we see as a real strength of the school. We also pride ourselves on having a strong ethos and our work is centred around our core values of being **Responsible, Resilient and Ready to Learn** and what it means to **be Roundhay**. We place real emphasis on traditional values of being respectful, wearing uniform with pride, having good manners, and showing gratitude. As a result of this approach, you will find a school which has the highest standards of behaviour, a calm atmosphere, and very positive staff-pupil relationships. We see this as everyone's responsibility and all staff, including those who are not classroom based, help support and uphold these values with our pupils.

Any member of staff joining our school will be offered a very warm welcome and unwavering support in all that you do. We genuinely value our staff and place real emphasis on staff induction, continuing professional development and wellbeing. Despite our size, we have an incredibly low staff turnover, which is clear evidence that Roundhay School is a remarkable place to work and learn, where staff morale is incredibly high.

If you share our desire to make a difference to the life chances of our pupils and feel that Roundhay School is the right community for you, we would very much welcome your application!

Yours faithfully,



Matthew Partington
Executive Headteacher



Job Description

INTERNAL ALTERNATIVE PROVISION MANAGER

Secondary – Permanent – Full Time (37 HPW) - TTO + 2 Days - Scale Point SO1 23-25 (£28,381-£29,971 P.A. Depending On Experience + Pay Award Pending) - Start: September 2025

Purpose of the job:

The Internal Alternative Provision Manager will oversee and coordinate Reach College - the Alternative Provision (AP) for Roundhay pupils and those from external schools, ensuring tailored support with the aim of successful reintegration into mainstream education. This academic and pastoral role involves managing placements, collaborating with external agencies, fostering positive behaviour, and supporting the social-emotional development of pupils using restorative and nurture principles. The successful candidate will help us to shape and develop this new provision, ensuring it evolves to meet the needs of the pupils and supports their successful reintegration. The successful candidate will also deliver 1:1 support sessions for identified pupils, focusing on reintegration, behaviour improvement, confidence-building, and supporting the development of key life skills.

Accountable to:

The Deputy Headteacher or nominated deputies.

This job description and allocation of particular responsibilities may be amended through appropriate consultation from time to time.

Main Responsibilities

Coordinating Internal and External Placements:

- Manage placements for internal and external pupils in alternative provision settings, ensuring individual needs are met.
- Use restorative practices to support behaviour change and rebuild relationships.
- Facilitate reintegration into mainstream education with tailored support.

Liaison with External Agencies and Key Staff:

- Work with external agencies (e.g., social services, educational psychologists) to provide holistic support.
- Collaborate with the inclusion team and attend PTAC meetings as required to review pupil progress and coordinate multi-agency support.
- Liaise with key staff (Teachers, Heads of Year, Inclusion Team) to enhance support for pupils within AP.
- Outreach work with identified key pupils.

Curriculum and Learning Support:

- Tailor the curriculum to meet individual pupil needs, ensuring engagement with the 'Purple Ruler' online learning platform.
- Monitor pupil progress, providing interventions where necessary and supporting reintegration into mainstream education.
- Lead the learning of a range of vocational qualifications.

Engagement with Parents/Carers:

- Lead half-termly review meetings.
- Lead meetings with parents/carers to set behaviour expectations and keep them informed of progress, challenges, and reintegration goals.

- Weekly report emailed home (progress / attendance / rewards / etc).

Pastoral Care and Personal Development:

- Create a supportive, inclusive environment that promotes emotional resilience, personal responsibility, and social development.
- Use restorative practices to foster conflict resolution skills and build self-esteem.
- Deliver statutory PSHE and life-skills promotion.
- Conduct regular 1:1 support sessions with pupils to monitor and guide reintegration efforts, improve behaviour, build confidence, and support the development of key life skills such as communication, teamwork, problem-solving, and emotional regulation.

Reporting and Record Keeping:

- Maintain accurate records on academic and behavioural progress, ensuring compliance with school policies.
- Provide regular reports to senior leadership, parents, and external agencies.

Professional Development:

- Engage in continuous professional development, particularly in restorative practices and Thrive-based approaches.

Other:

- To undertake other reasonable duties related to the job purpose as required from time to time.
- To be aware of, and comply with, policies and procedures relating to child protection, safeguarding, data protection and health & safety ensuring all concerns are reported to a designated person in a timely manner

Please note:

The Internal Alternative Provision Manager will offer wider pastoral support across the school, as directed by the Executive Headteacher, Head of Secondary, and Deputy Head of Secondary. This may include (but is not limited to) corridor patrols, an increased timetable of 1:1 check-ins or mentoring work with key groups of pupils, for example.

Roundhay School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff, volunteers, visitors and contractors to share this commitment. All employment offers will be subject to pre-employment checks including references, an enhanced DBS check, online search and other relevant checks in line with statutory guidance.

Person Specification

INTERNAL ALTERNATIVE PROVISION MANAGER

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To effectively undertake the role, the successful candidate should possess the following attributes (identified via the application form, qualification certificates, interview and references as appropriate).

Qualifications/Training	Essential/Desirable
Recognised teaching qualification	D
Good honours degree or equivalent relevant qualification/experience in similar role	E
Relevant formal training to support the social and emotional development of pupils (e.g. Thrive, Boxall)	D
Relevant training or experience in active listening, counselling, or SEMH interventions	D
A Levels or equivalent	E
5 GCSE grades A*-C/9-4 or equivalent including English and Maths	E
Willingness to undertake further work-related training	E
Experience/Knowledge	
Leadership experience or potential to drive improvements within the internal Alternative Provision	E
Experience in leading an Alternative Provision or specialist provision	D
Experience of supporting disadvantaged pupils and those with complex needs (including SEN)	E
Ability to teach a formal qualification	D
Experience of liaising with external agencies	E
Experience of working with young people aged 11-18	D
Experience of successfully working with less motivated/engaged young people.	D
Experience of safeguarding and supporting the welfare of young people ideally within a secondary school or educational setting	D
Experience of maintaining systems/records.	E
Experience of supporting others	E
Personal Skills/Qualities	
High levels of organisation, time management and problem-solving skills with ability to adapt	E
Is committed to applying restorative approaches.	E
Excellent communication skills, both oral and written, with adults and young people	E
A successful team player who works collaboratively as well as independently	E
Demonstrates a total commitment to provide young people with the best possible experience, both inside and beyond the classroom	E
Safeguarding Children	
Demonstrates a commitment to safeguarding, always maintaining appropriate relationships and personal boundaries with children/young people & demonstrating emotional resilience when working with challenging behaviours & appropriate attitude to the use of authority to maintain discipline.	E
Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children and young people.	E

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School Overview

Our Mission Statement

Roundhay School is all about its pupils and we will do **'whatever it takes'** to ensure that each one reaches their full potential. We will never put limits on what our pupils can achieve, regardless of background or circumstance. Our focus on developing character, instilling confidence and a love of learning whilst teaching the importance of kindness, manners, and respect. We want all our pupils to make a positive contribution to school life and society, continuing to learn and develop for the rest of their lives.

Always responsible. Always resilient. Always ready to learn. Always Roundhay.

Our Pupils

The school population reflects the cosmopolitan nature of modern Leeds. The pupils come from a very wide variety of socio-economic and ethnic backgrounds; more than 27 languages are represented, with around 60% of our pupils drawn from the black and ethnic minorities. This gives the school great strength in its many endeavours and relationships.

'Pupils thrive academically and personally at Roundhay School'. Ofsted

We currently have around 2500 pupils in this 4-18 co-educational community comprehensive school, making it one of the largest within Leeds. Our specialist Dyslexia Base, our SEN provision, and our 500+ strong and very successful Sixth Form (one of the biggest in the region) are just some of our many strengths.

'Pupils behave very well'. Ofsted

'Pupils show exceptional levels of respect for others'. Ofsted

In September 2012 we became one of the first 'all-through' schools in the region, growing with a new intake every year. Our first primary cohorts joined up with the secondary aged pupils in September 2019. We have a separate £4.8 million purpose built Primary Campus located just a mile away from the Secondary Campus.

We are proud of our examination success at all key stages. At our Sixth Form, over 35 qualifications (including A Levels, BTECs and Cambridge Technicals) are taught and with excellent achievement we find that the majority of our students are able to progress to higher education including students going to Oxford and Cambridge Universities.

We have the highest expectations of every pupil and strive to achieve high standards in all that we do, both academically and socially.

'The school aspires for all pupils to be 'Recognisably Roundhay – responsible, resilient, and ready to learn'. This is something that pupils live out daily.' Ofsted

Our Staff

'Staff know each pupil individually. They work tirelessly to provide exceptional support'. Ofsted

We are fortunate to have highly committed, professional, and friendly staff, who have worked hard and successfully to establish a thriving learning community. Many staff have sent, or currently send, their own children to Roundhay, which is a real vote of confidence.

We also have other pupils who come from families with parents professionally involved in education, which helps to keep us on our toes! We take seriously the professional development of all our staff. As a school, we are heavily involved in Initial Teacher Training and are a strategic partner within a Teaching School Alliance (Red Kite) which involves sharing outstanding practice across four local authorities. School improvement and self-review are central to our drive to raise standards. We have around 270 staff, both associate and teaching, who work very hard as a team to ensure they support both the pupils and each other.

'The school has a 'whatever it takes' approach'. Ofsted

Our Location

The school's two campuses are situated in north-east Leeds, adjacent to Roundhay Park, and are surrounded by highly sought-after owner-occupied houses. The settings can only be described as impressive. The schools' grounds are magnificent; the campuses cover over 30 acres of parkland combined. We also serve some of the most economically and socially deprived areas of the city, as well as more favoured wards, giving us the rich mix of pupils that makes us a 'true comprehensive'. Currently, around 21% of our pupils are classified as being Pupil Premium children with 15% currently entitled to free school meals.

'All adults have a relentless focus on identifying and addressing barriers to learning to help all children to succeed'. Ofsted

Our Facilities

We have very good facilities, and since our Secondary Campus was rebuilt in 2004, we continue to invest heavily in ICT and in improving facilities to enhance the learning and teaching experience of pupils and staff alike. We expanded with a £4.8 million purpose built Primary campus in 2012 and a £12 million Pavilion building and artificial pitch on the Secondary site in 2017.

'Across the school, teachers have a shared understanding of the high-quality teaching approaches that best support pupils learning'. Ofsted

Our School Organisation

Our separate Primary Campus introduces two forms each year and houses upwards of 420 children. The Primary school day starts at 8.55am and ends at 3.20pm.

At our Secondary site, pupils are grouped for registration and for Personal, Social, Health and Citizenship Education in mixed-ability form groups. For teaching purposes, pupils are placed in a variety of groupings as appropriate, including setting and some mixed-ability grouping. Lessons at the Secondary Campus are 50 minutes in length, six per day, although the vast majority are double lessons. The secondary school day commences at 8.20am and finishes at 3.00pm, followed by extra-curricular activities.

'The expectations for what pupils will know and be able to do at the end of each stage of education are exceptionally high'. Ofsted

Our Pastoral Organisation and Leadership

Each campus (Primary and Secondary) has a Head of School. At the Secondary Campus Years 7, 8, 9, 10 and 11 are led by Heads of Year, assisted by teams of tutors, and overseen by member of the Leadership Team. Our Assistant Headteacher: Director of Sixth Form and her team are supported by Academic Mentors.

There is a strong tradition of support for both pupils and colleagues. Our Academic Support Tutors, Mentors, Behaviour Support workers and Raising Achievement teams have had a powerful effect on the positive implementation of our social inclusion strategies.

'Leaders act with a relentless moral purpose. They are committed to supporting every pupil and member of the staff team. They actively seek ways to manage staff workload and well-being. Staff are proud to work in this exceptional school'. Ofsted

Our Extra-Curricular Activities

We have a thriving and exceptional programme of music, drama, sports teams, outdoor pursuits, residential, art events, enrichment days and charity events! Everyone contributes, as we feel that it is a vital part of our role in developing the potential of all our pupils and building a cohesive community.

Our Community Links

The school has excellent links with the communities it serves and actively seeks to widen these. We believe that this vital 'citizenship work' demonstrates our ethos as a school, where courtesy, co-operation and commitment are more than just words!

School Policies

Our school policies, are available on our website or from the school upon written request. Our Sixth Form Prospectus and Ofsted report are also available to download from our website.

Safeguarding and Child Protection

Roundhay School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff, volunteers, visitors, and contractors to share this commitment. All employment offers will be subject to pre-employment checks including references, an enhanced DBS check, online search, and other relevant checks in line with statutory guidance.

We have a designated senior member of the Leadership Team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.

Whistle Blowing

Our policy is to ensure that all staff are able to raise concerns about a danger, risk, malpractice or wrongdoing which is in the public interest in the knowledge that that they will be protected from any potential reprisals.

Code of Conduct and Personal Behaviour

The school believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and to protect the wellbeing of all its employees and pupils. The Headteacher and Governing Body regard everyone working at our school as a role model to our pupils. As such, employees should conduct themselves with integrity, impartiality, and honesty. Furthermore, everyone in the school has an absolute duty to promote and safeguard the welfare of children. Registered teachers are in addition bound by the codes and professional values of the Teaching Regulation Agency, and the school considers the principles to apply to all staff employed at the school.

Equality and Diversity

Roundhay school is committed to providing an environment free from discrimination, bullying, harassment, and victimisation where all members of its community are treated with respect and dignity. The school aims to create a culture of diversity within its community, providing a dynamic working and learning environment, where all members are valued for their contribution.

Smoking Policy

Roundhay School is a no smoking building and site and all staff must adhere to this policy.

Online Safety and Acceptable Use Policy

We encourage the use of ICT across the curriculum. On appointment, staff agree to abide by the above policy.

How To Apply

1. Please go to our Vacancies page at <https://careers.roundhayschool.org.uk/> where all our current vacancies are listed.
2. Click on the 'More Info/Apply' link at the bottom of each vacancy listing. This will open a new window where you will be able to review the vacancy job pack and apply. The job pack (a PDF document attached to each vacancy) clearly sets out the full details of the position as well as the essential qualifications, skills and experience we require applicants to evidence in order to be successfully shortlisted for interview. Please note that we are not permitted to accept CVs.
3. To apply for a vacancy, click on the 'Apply Now' button. Please complete the online application as fully as possible, and then submit this as soon as you can please prior to the closing date, as we reserve the right to close any of our recruitment adverts to further applications at any time.
4. Your application will be automatically acknowledged. Our Recruitment team will get in touch once the vacancy has closed to let you know if you have been shortlisted for interview.

Important notes:

On your application form, you are required to provide details of your education and your full employment history, including details of any unpaid or voluntary work. You should also evidence how your skills, knowledge and experience meet the person specification for the role you are applying for. Please also outline the impact your appointment will make in terms of raising standards at Roundhay School and why you are the ideal candidate.

All gaps in employment must be clearly accounted for, and where these do exist, you must clearly explain the reasons why and outline what you were doing during this time.

Applications will be evaluated against the requirements of the post, with those candidates that best fit the requirements being shortlisted. Details of the interview programme will be confirmed to shortlisted candidates after the closing date.

Whilst we aim to respond to all applications in a timely manner, if you have not been contacted within one month of the closing date, please assume you have not been shortlisted. Due to the volume of applicants, we regret that we are unable to give feedback to non-shortlisted candidates.

If you have a disability that prevents you from accessing/completing our application form, please contact the school and we will look at adaptations we may make to assist you.

Maps are available to download for our Primary and Secondary sites from our website or by clicking on this link [Contact - Roundhay School](#). Please note the Secondary Campus entrance is on Old Park Road, and if you use Sat-Nav, please use the post code LS8 1JT.

Further information is available at our Vacancies page, or you may contact our Recruitment Team at recruitment@roundhayschool.com who will be delighted to assist you.