

## 'Weaverham High School is a wonderful place to learn' OFSTED 2020



Weaverham High School is a vibrant, thriving and successful school where every member of our community feels valued, safe and supported to ensure they surpass their potential. We celebrate uniqueness and see individuals. We understand that our pupils have hopes and dreams, challenges and barriers and it our privilege to celebrate their worth and their potential. We want every child to enjoy their own journey of discovery, acquire a thirst for knowledge, creativity and imagination and develop a love for their learning.

We want pupils to leave our school not just with qualifications showing their academic success, but also with the capacity to think clearly and deeply, a desire to act with integrity and to show kindness and empathy to others, and with the character and leadership experience they need to thrive in the world.

Our staff work tirelessly to ensure individual barriers are overcome and pupils are challenged and supported in equal measure.

We nurture talent, ability and ambition with energy, creativity, determination, relentless kindness and high expectations.

**"Be the best version of you"**



### Higher Level Teaching Assistant - Alternative Provision Manager

We wish to appoint a highly motivated candidate to join our SEND department and managed the schools off-site Alternative Provision Centre.

Start date: ASAP Salary: Grade 7 starting scale £31537 raising to £34434. Actual Salary for hours £21327 to £23813 (29hours per week/39 weeks per year)

How to apply

Application Form <https://mynewterm.com/school/Weaverham-High-School/149614>

Please complete the school application as fully as possible and explain any gaps in your employment history. Our school places the highest priority on keeping our children safe. Applicants will be subject to stringent vetting processes, including online searches for shortlisted candidate. The successful applicant will require an enhanced Disclosure and Barring Service check.

For further information and email [zoe.walker@weaverhamhighschool.com](mailto:zoe.walker@weaverhamhighschool.com)

**Deadline date 9am 23<sup>rd</sup> June 2026**

**Applications may close before the deadline, so please apply early to avoid disappointment**

**Headteacher: Clare Morgan**

Tel: 01606 852120 Fax: 01606 854033

[www.weaverhamhighschool.com](http://www.weaverhamhighschool.com)

<b>JOB TITLE</b>	<b>Higher Level Teaching Assistant (Secondary School)</b>	<b>JOB REF NO</b>	<b>AAAE5172</b>
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## **BASIC JOB PURPOSE**

Within a framework prescribed by the school and in accordance with the aims and policies of the school, undertake a specialist role working collaboratively with teaching staff and other support staff to enhance the development and education of children. Provide supervision for whole classes of pupils, including cover supervision, to maintain continuity of pupil's learning.

	MAIN RESPONSIBILITIES
1	Undertake a specialist role using appropriate multi-sensory learning strategies, resources and specialist equipment to meet the learning objectives of lessons, differentiating tasks as appropriate for individuals or groups of children with varied abilities and special needs.
2	Within a framework prescribed by the school, prepare, plan and implement individual, group and some whole class learning activities and intervention programmes across the whole school, working alongside and in conjunction with professional teaching staff.
3	Manage the behaviour of whole classes of pupils whilst they are undertaking their work to ensure a constructive environment, and pre-empt/ deal with situations arising in accordance with school policies and procedures.
4	Evaluate pupils' responses throughout learning activities, determine what each child can achieve unaided and the point of intervention for the provision of appropriate learning scaffolding.
5	Analyse, monitor and track individual pupil progress through a range of assessment and monitoring techniques; deliver pupil learning boost sessions for identified and specific areas of weakness; provide accurate assessments and reports on development to inform the class teacher's decisions regarding Individual Education and Behaviour Plans for pupils.
6	Access, maintain and update a range of pupil and school records to facilitate assessment of pupils' progress.
7	Ensure that pupil's health and safety is maintained in, around and for out of school educational visits including supervised use of subject specific tools, equipment and learning materials.
8	Supervise attendance to the pupil's personal, social and physical needs by other school staff so that pupil's wellbeing is maintained.
9	Prepare and maintain classroom resources (including control of stock within the classroom) so that they are readily available for use.
10	Liaise with other professional staff, parents and outside agencies to ensure effective communication concerning the maintenance of pupils' wellbeing
11	Attend staff and other meetings and participate in staff training development work and staff reviews as required
Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.	

## Alternative Provision Manager - Job Description / Person Specification

### Job Description

**Post Title:** Grade 7 LSA (Off-Site AP Centre Manager)

**Grade/Salary:** Grade 7 (Local Authority Support Staff Scale)

**Hours/Weeks:** [hours per week], 39 weeks per year )

**Location:** Off-site Alternative Provision Centre (serving Weaverham High School) with regular on-site meetings

**Reports to:** SENCO & Headteacher

**Line Management of:** AP Centre LSAs/mentors, external tutors, and peripatetic staff as assigned

**Safeguarding Level:** Designated Deputy Safeguarding Lead for AP Centre (DSL training required)

**Start Date:** Sept 2026

### Core Purpose

To **lead and manage** the day-to-day operation of the school's **off-site Alternative Provision centre** for secondary pupils, ensuring high-quality educational experiences, robust safeguarding, and effective **short-term, time-bound reintegration pathways** back to mainstream wherever appropriate. The post holder blends **high-level LSA practice** with **operational leadership**, coordinating curriculum access, SEMH support, attendance, and multi-agency work to secure positive outcomes for pupils.

### Key Responsibilities

#### 1) Leadership & Centre Operations

- Lead the daily running of the AP centre, establishing routines, expectations, and a calm, safe climate for learning.
- Plan staff deployment (Grade 4 LSAs) daily timetables, rooming, supervision rotas, and cover.
- Maintain centre policies, handbooks, risk assessments, fire/lockdown procedures, visitor management, and site checks.
- Monitor and manage centre resources (including laptops/chromebooks), ordering and asset records within an agreed budget.
- Ensure compliance with safeguarding, health & safety, GDPR, data security, and exam integrity where relevant.

#### 2) Safeguarding & Welfare

- Act as **DSL** for the AP centre: receive and act on concerns, complete chronology/records, liaise with DSL, and contribute to referrals/conferences.
- Complete and review **individual risk assessments**, behaviour support plans, and safety plans for off-site activity and transport.
- Promote attendance and punctuality; conduct safe & well checks, home contacts, and welfare visits as directed.

#### 3) Admissions, Pathways & Reintegration

- Coordinate **referrals and admissions** (entry criteria, baseline assessments, induction).
- Co-design **time-bound personal learning plans** with SMART targets (attendance, engagement, academic and SEMH).

- Lead regular review meetings with pupils, parents/carers, and staff; track progress to trigger **step-up/step-down** actions.
- Plan and quality-assure **reintegration**: phased timetables, classroom readiness, reasonable adjustments, and handover to subject teams.

#### 4) Teaching, Learning & Curriculum Access (as an advanced LSA/HLTA)

- Deliver and adapt small-group/1:1 learning using **booklet-based** and digital resources (e.g., Google Classroom, Oak Academy) aligned to the school curriculum.
- Implement literacy/numeracy and SEMH interventions, recording impact data.
- Scaffold access to learning targets in EHCPs/Support Plans; prepare accessible materials; support assessment and feedback.
- Coordinate access to specialist provision for KS4 (e.g., option subjects, work-related learning) when part of a **hybrid timetable**.

#### 5) Behaviour & SEMH Support

- Model and coach trauma-informed, relational behaviour approaches; apply graduated response and de-escalation.
- Lead restorative conversations, daily check-ins, and regulation routines; maintain behaviour logs and incident records.
- Work with external agencies (e.g., CAMHS, Early Help, Educational Psychologist) and internal teams (SENCO, Attendance, Safeguarding).

#### 6) Attendance, Data & Quality Assurance

- Maintain **live registers**, contact logs, and attendance action plans; escalate persistent absence promptly.
- Track KPIs (attendance, engagement, progress vs. targets, exclusions, reintegration rates); produce weekly and termly reports for SLT/Governors.
- Lead self-evaluation and improvement planning for the AP centre; gather pupil/parent/staff voice and evidence of impact.

#### 7) Exams & Transitions

- Coordinate access arrangements (where appropriate), mock/exam scheduling, and calm study spaces.
- Support **primary-to-secondary** and **KS3-to-KS4** transitions for pupils accessing the AP centre.
- Contribute to onward pathways, which may include alternative/specialist provision, EOTAS, or return to mainstream.

### Person Specification

#### Qualifications & Training (Essential unless stated)

- Level 3 (or higher) LSA/Teaching Assistant qualification (HLTA status or equivalent desirable).
- GCSE (or equivalent) English and Maths (Grade C/4+).
- Current **Safeguarding/Child Protection** training and willingness to train to **Deputy DSL** level.
- First Aid at Work (desirable).
- Evidence of CPD in SEMH, SEND, attendance, or alternative provision.

## Experience

- Substantial experience supporting **secondary**-age pupils with **SEMH, EBSNA**, persistent absence and/or SEND.
- Proven success running small groups/1:1 interventions and producing measurable impact.
- Experience of multi-agency working and holding difficult conversations with families.
- Experience coordinating timetables, risk assessments, and day-to-day operations (desirable).
- Experience supporting **reintegration** to mainstream and/or coordinating hybrid timetables (desirable).

## Knowledge & Skills

- Strong knowledge of **safeguarding, KCSIE** principles, graduated response to SEND, reasonable adjustments, and attendance procedures.
- Understanding of the purpose and statutory context of **Alternative Provision** and reintegration.
- Confident behaviour management rooted in relational practice; trauma-informed approaches.
- Excellent organisation, record-keeping, and data literacy; confident with Class Charts & Google Classroom
- Clear, confident communication with pupils, staff, parents, and professionals; ability to lead meetings.
- Ability to work independently off-site, exercising sound judgement and prioritisation.

## Values & Personal Attributes

- Child-centred, inclusive, and relentlessly optimistic about pupils' potential.
- Calm, empathetic, reflective; models professionalism and confidentiality.
- Team player who builds trust and followership; resilient under pressure.

## Key Performance Indicators

- **Attendance:** % attendance and punctuality trends for AP cohort; reduction in PA.
- **Engagement:** behaviour incidents down; positive points up; completion of learning tasks.
- **Progress:** curriculum targets met; intervention impact
- **Reintegration:** % pupils successfully reintegrated within agreed timeframes
- **Safeguarding:** timely, high-quality records and actions; audit outcomes.
- **Stakeholder feedback:** positive satisfaction from pupils/parents/staff.

## Special Conditions

- Role is predominantly based off-site; occasional evening meetings and home visits may be required.
- Travel between sites and to families/agencies (business insurance may be required).