

# Alternative Provision Lead Teacher

Full time, permanent contract  
Commencing 1<sup>st</sup> September 2025

## Recruitment Pack



## Introduction from the Headteacher

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Thank you for your interest in this role, which has come about as a result of us establishing an in-house Alternative Provision facility here at MCS. We are really proud of our inclusive and aspirational school, and we have exceedingly high expectations of every single one of our students. This includes students who may find school difficult for a wide range of possible reasons, and for whom an alternative pathway, or a blend of mainstream and alternative provision is the most appropriate way forward.

Our students and staff thrive in a community where consistency and routines go alongside us knowing each student well and supporting them to reach their potential. These high standards are particularly important as we establish our Alternative Provision facility, so that we avoid the 'soft tyranny' of low expectations of any student. We believe that, with the right support, every student has the potential to grow and to flourish.

We have the benefit of a magnificent award-winning school building that was recently completed under the 21st Century Schools programme. It is a wonderful modern facility that has education at its heart. Located in the centre of Monmouth, we serve our local community as well as other nearby areas in both Wales and England. We number around 1,700 students and 200 staff, and we are over-subscribed in every year group.

We are absolutely determined to provide an exceptional standard of education for every child that comes to our school, so that they have the opportunity to lead happy and successful lives. Our approach to Curriculum for Wales is founded on the importance of subjects and on the principle of powerful knowledge. Our work on this is the subject of [a recent Estyn case study](#) to share our practice more widely. Our pedagogy is founded on the research evidence of learning and on how to maximise student progress.

We are fully comprehensive and provide for a wide range of learning needs. Currently there are 14% of

the school population on the Register for Additional Learning Needs. We also have an integrated Specialist Resource Base, which is also the subject of [a recent Estyn case study](#) for its exceptionally strong provision. Students come from a wide range of socio-economic backgrounds, and the rolling average for FSM is 13.8%.

We welcome 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 job description. A full induction programme and high-quality professional learning is offered to all staff.

You will find us to be a supportive, collaborative group of colleagues, who work to provide an exceptional standard of education for all of the students in our care. We take great pride in what we do, and we continue to be wildly ambitious for what we can achieve together in the future.

I look forward to reading your application, should you wish to apply.

Kind regards

**Hugo Hutchison**  
**Prifathro / Headteacher**



## Job Description

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**1 Title of Post:** Alternative Provision Lead Teacher

**2 Salary Grade:** Teachers' Pay Scale + TLR 2b (currently £5,743)

### 3 Relationships

- 3.1 The postholder is responsible to the Headteacher through the relevant Deputy Headteacher.
- 3.2 The postholder leads and manages Alternative Provision at MCS.
- 3.3 The postholder works on a professional level with all colleagues (externally and internally) as appropriate to establish and maintain productive relationships.
- 3.4 The postholder liaises with parents, carers, governors, external agencies and students as appropriate.

### 4 Purpose of the Job

The purpose of the role is to lead Alternative Provision at MCS, in order to support the inclusion of students that face a range of challenges. Working closely with Heads of Year, Heads of Faculty and the wider Wellbeing Team, the postholder is responsible for developing a comprehensive programme of study in order to support our young people to reach their academic potential.

### 5 Responsibilities

- 5.1 In collaboration with faculty areas, develop a curriculum for students that ensures continuity with mainstream curriculums and delivers progression for all students, including those with additional needs.
- 5.2 Work alongside the Heads of Year to monitor students' progress, to set targets, and to ensure the needs of students are met.
- 5.3 Deliver qualifications as appropriate for students.
- 5.4 Coordinate student timetables, and develop and manage entry and exit criteria to Alternative Provision.
- 5.5 Liaise with Monmouthshire PRS regarding students as required.
- 5.6 Communicate with parents and carers regarding student progress, attendance and behaviour.
- 5.7 Lead Pastoral Support Plan processes, including writing PSPs and leading their reviews.
- 5.8 Ensure that all school policies are followed in Alternative Provision.
- 5.9 Adopt strategies to improve the quality of teaching, in line with policies of the School.
- 5.10 Keep efficient and effective control of the Alternative Provision budget within the policies of the school.
- 5.11 Lead the planning and implementation of the Team Action Plan.

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- 5.12 Have oversight of the behaviour of students within Alternative Provision, in line with the school's Relationships and Behaviour Policy.
- 5.13 Manage and direct all other Alternative Provision staff.
- 5.14 Carry out supervision of students on break as detailed by the Headteacher.
- 5.15 Uphold and comply with the statutory Council and School policies relating to Health and Safety.
- 5.16 Follow school and LA policies and procedures on Safeguarding and Child Protection in all work with children and families.
- 5.17 Uphold and promote the vision and ethos of the School.
- 5.18 Participate in training, learning activities and performance development as required.

### **6 Professional Development**

The school is committed to supporting all in developing their practice to achieve the very best outcomes for all students. Our CPD policy outlines the provision and practice for this role.

### **7 Performance Management**

Our Performance Management policy and practice supports us in achieving the school's aims and objectives. Individual Performance Management is integrated into wider school improvement systems and priorities.

- 8** The duties and responsibilities of the post are subject to those details in the Statement and Conditions of Employment and will count as directed time as detailed in such statement and as defined by the Headteacher.

- 9** The job description does not define in detail all the duties/responsibilities of the post, will be reviewed at least once a year and may be subject to modification or amendment after consultation and agreement with the post holder.

## Personal Specification

	Requirement	Essential or Desirable	How Tested (S) used at Shortlisting
<b>Education/Qualifications</b>			
1.1	Degree in Secondary Subject	E	Application Form
1.2	Teaching Qualification	E	Application Form
<b>Experience</b>			
2.1	Experience of teaching a core subject at KS3 and KS4	D	Application Form
<b>Aptitudes and Skills</b>			
3.1	Ability to offer alternative qualifications	E	Application Form / Interview
3.2	Ability to enthuse and motivate students who find mainstream school a challenge	E	Application Form / Interview/Micro-lesson
3.3	To maintain a high standard in the classroom, maintaining high expectations of effort, workrate and attitude from all students.	E	Interview/Micro-lesson/Reference
3.4	To have the ability to work as an effective Form Tutor or equivalent, supporting the pastoral needs of students as required.	E	Application Form/Interview
3.5	Ability to lead the Alternative Provision curriculum offer, including managing timetables, and developing a curriculum specific to the needs to students who need to access Alternative Provision.	E	Application Form / Interview
3.6	Ability to communicate with parents/carers regarding attendance, progress, achievement, qualifications, Pastoral Support Plans and part-time timetables	E	Application Form / Interview
<b>Personal Attributes</b>			
4.1	To be able to offer a vision for Alternative Provision at MCS	E	Interview
4.2	To be an effective communicator, with the interpersonal skills necessary to work closely with colleagues and students	E	Interview
4.3	To be able to contribute enthusiastically to the School's vision and objectives	E	Interview

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4.4	To be an effective team member, and to be able to act on personal initiative	E	Interview
4.5	To be well organised and able to implement school policies effectively	E	Interview
4.6	To be highly motivated, adaptable and versatile	E	Interview
4.7	To be committed to further personal development	E	Interview
<b>Safeguarding</b>			
5.1	Commitment to pupil wellbeing, safeguarding and child protection	E	Interview
5.2	Positive references	E	Post short-listing
5.3	Enhanced DBS	E	Post interview

## Faculty Information – Alternative Provision

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We are a school that is ambitious for every single one of our students, and this includes students who find mainstream school more of a challenge than most. We are delighted to be able to develop our own bespoke Alternative Provision here at Monmouth Comprehensive School, which will integrate fully into the wider Inclusion and Wellbeing support systems here.

Our vision for Alternative Provision at MCS is to ensure every student has the opportunity to succeed in a variety of ways, despite facing a range of challenges. We understand that students can find mainstream education and classes difficult and we want our Alternative Provision to support students to develop confidence and resilience so that they are able to access some mainstream lessons on a full-time basis in the long term.

Our Alternative Provision will provide students with a wellbeing support and mentoring, alongside supporting with progress in core subjects. Students will also access programmes of study that are different to the mainstream content but will add value to students, for when they move onto their next pathway.

The successful candidate will develop a curriculum that is bespoke to the students who need support via Alternative Provision. They will lead on the Pastoral Support Programmes with these students in discussion with a variety of staff. They will also lead on the attendance of these students, meeting with parents and carers when required.

As this is a new facility and a new role, the successful candidate will play a leading part in shaping the provision, both at its outset and for years to come, working closely with the Deputy Headteacher and others to deliver an exceptional provision that meets the needs of vulnerable members of our school community.

## The Recruitment Process

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### 1. Application

Application forms can be downloaded via [www.eteach.com](http://www.eteach.com) – we do not accept CVs.

Completed paper applications should be returned to: Mrs Laura Claypole, Monmouth Comprehensive School, Old Dixton Road, Monmouth NP25 3YT.

Emailed applications may be sent to: [mon.recruitment@monmouth.schoolsedu.org.uk](mailto:mon.recruitment@monmouth.schoolsedu.org.uk)

**Closing Date:** Thursday 1<sup>st</sup> May at 12 noon

### 2. Interview Process

**Interview Date:** Thursday 8<sup>th</sup> May

### 3. Additional Information

Please contact: Mrs Laura Claypole [mon.recruitment@monmouth.schoolsedu.org.uk](mailto:mon.recruitment@monmouth.schoolsedu.org.uk) for any further information.

### 4. Safeguarding

Child and Adult Safeguarding are key priorities for the School and Council. We aim to support children and adults at risk to be as safe as they can and fulfil their potential. You are responsible for playing your part in the well-being, safety and protection of children and adults at risk. You will have a responsibility to participate in training to the appropriate level of safeguarding and have a duty to fulfil your personal responsibilities for safeguarding.

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to an Enhanced Disclosure Check. Candidates must be aware of and comply with policies and procedures relating to child protection and safeguarding, health, safety and security, confidentiality, and data protection, reporting all concerns to the appropriate person.

Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community. Applications are welcome in English or in Welsh, and will be treated equally.

