



# Lynch Hill Enterprise Academy

## Alternative Provision Manager Application Pack



# Contents

## Thank you for your interest in the Alternative Provision Manager post at Lynch Hill Enterprise Academy

### This pack contains:

- Letter to candidates
- Information about Lynch Hill Enterprise Academy
- Details of the Slough and East Berkshire Multi Academy Trust
- The job description and person specification

We hope that you find the pack informative. If you do have any further questions, please contact Lynch Hill Enterprise Academy via the details below:

**Sharifa Salahudeen**

**HR Lead**

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01753 691583 ext. 2239

You can also visit our website at

[www.lhea.org.uk](http://www.lhea.org.uk)

Closing date: 6 May 2026

(we reserve the right to interview promising candidates prior to this date if applications are received early)

If you wish to visit the Academy prior to application, then please contact Sharifa Salahudeen.

We are a school that places the safeguarding of all students as our number one priority. Please take the time to review our Child Protection & Safeguarding Policy which is available on the school's website.

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Dear Applicant

Thank you for your interest in this post at Lynch Hill Enterprise Academy. This is an exciting opportunity to join our rapidly improving school community. We can offer a supportive setting that will provide further opportunities for development as the school continues to grow and improve.

In the most recent Ofsted inspection in May of 2025, there was a lot to be pleased about with three of the four judgements being good. A significant amount of progress has been made since May and in October, the school began a two-year association with the RISE programme. This is designed to increase the capacity for the school to improve more quickly and through our supporting organisation, Chiltern Learning Trust, positive working relationships are quickly developing. All of this means that this is a fantastic opportunity for an experienced person to lead this exciting new area of specialist provision for some of our most important students.

The Ofsted report highlights some of the many strong areas that already exist, particularly relevant to this role, safeguarding and the strong pastoral system. *“Pupils at Lynch Hill Enterprise Academy enjoy being part of this inclusive school community. They appreciate that staff get to know them well and provide them with the care and support they need. Pupils feel safe at this school and know that they can speak to an adult if something is concerning them.”*

A typical Lynch Hill member of staff is highly committed, motivated and resilient, with a clear focus on improving the life chances of all young people. We firmly believe that high achievement for each and every student is our shared responsibility. Our school community celebrates excellence and enables students to flourish as happy, successful individuals who achieve their best in all they do.

If you have enthusiasm and energy and want to be part of our dynamic culture working to ensure:

- outcomes are the best that they can be
- student behaviour is good and effectively led
- the school continues on its rapid journey of improvement

then I would be pleased to receive your application. Together with your completed application form, I would also request an accompanying letter of no more than two sides of A4 outlining your previous experience and how you would fulfil the role. Within this letter, please detail examples of your successes, especially how you have impacted positively on results and life chances for young people.

Yours faithfully



Chris Thomas  
Headteacher of Lynch Hill Enterprise Academy



### **The school**

Lynch Hill Enterprise Academy is a free school which opened in September 2014. We moved into our new building in April 2017 and, in January 2019, Lynch Hill became part of the Slough and East Berkshire Multi Academy Trust. There are approximately 870 students on roll – which means that we are almost ‘full’ although it is worth noting that we have just begun a consultation to reduce the PAN from 180 to 150 students in each year group. This reflects the reduction in student numbers within Slough itself and is a process which is being undertaken to ensure financial stability for the school amongst other things.

We are fortunate to have a relatively new building, and a custom-built area for the school’s safeguarding team. At Lynch Hill Enterprise Academy our curriculum intent is deliberately designed to reflect all aspects of school life, not just that which happens in the classroom and is guided by this simple mantra:

**“Aspire to be your best, achieve through effort and succeed with pride”**

Underpinning the taught curriculum, we have our ‘culture curriculum’ which serves to educate our students in becoming well-behaved young people who engage in their learning and respect each other and their environment. Our students always receive positive feedback when engaged in off-site activities.

I would urge you to visit this wonderful school and see for yourself what makes Lynch Hill Enterprise Academy such a special place to work.

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## **The Trust**

Lynch Hill Enterprise Academy is a member of the Slough and East Berkshire C of E Multi Academy Trust (SEBMAT). SEBMAT includes both primary and secondary schools, which may have a Church of England link, but this does not prevent non-Church of England schools from joining the Trust. SEBMAT supports schools to achieve very effective education with high levels of performance through coaching, sharing good practice and helping to secure good value for money.

### SEBMAT values


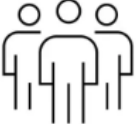








We fully subscribe to the National Society's determination since 1811 that the education we offer as Church of England schools does not depend on the background of the pupil but on a profound investment in their character and in the sparking of their aspiration. Every pupil will be encouraged to respect and honour their similarities and their differences as well as achieve success and be a positive contributor to the local and wider community.

Schools joining SEBMAT will be expected to commit themselves fully to open, honest and transparent collaboration that aims to help every pupil in the Trust to achieve the highest standards.

SEBMAT aims to provide:

- School improvement and has a track record of success
- Excellence in leadership
- Sustained momentum across the improvement journey
- Curriculum innovation
- Standards monitoring, data analysis and trend information
- Links to local, national and international groups
- Facilitated school-to-school networks, coordinating and brokering expertise
- Excellent staff by attracting the best to the Trust and by providing good development opportunities
- Excellent financial management and value for money

## Staff Benefits

	<p><b>Healthcare and mental health</b></p> <ul style="list-style-type: none"> <li>• Free annual flu vaccination</li> <li>• Eye care vouchers to cover some/all the costs of eye tests and spectacles.</li> <li>• Free confidential and independent counselling helpline</li> <li>• Healthcare package opt in for staff and their families which includes a 24/7 GP advice line</li> </ul>
	<p><b>Social connection</b></p> <ul style="list-style-type: none"> <li>• Staff social committee who arrange social events</li> <li>• Buddies scheme for new staff</li> <li>• End of term events with refreshments provided</li> <li>• Supportive and committed team of staff</li> </ul>
	<p><b>Timetabling and cover</b></p> <ul style="list-style-type: none"> <li>• Additional protected PPA time for form tutors</li> <li>• We employ Cover Supervisors to reduce the amount of cover by teachers</li> <li>• Maximum teacher contact time set at 43 hours per fortnight.</li> </ul>
	<p><b>Planning, marking, assessment and reporting</b></p> <ul style="list-style-type: none"> <li>• Specific staff support for administration planning of educational visits and other activities</li> <li>• Teachers encouraged to set homework when it is meaningful, not to a rigid timetable</li> <li>• Feedback policy designed to make marking and feedback demands on staff manageable with no set frequency of marking.</li> <li>• Reporting requirements reviewed regularly and streamlined where possible</li> </ul>
	<p><b>Communications and technology</b></p> <ul style="list-style-type: none"> <li>• All staff are supplied with a laptop</li> <li>• Communication streamlined using daily message document and weekly staff briefing</li> <li>• ClassCharts used to help teachers work more efficiently and flexibly</li> </ul>
	<p><b>Calendar planning</b></p> <ul style="list-style-type: none"> <li>• Deadlines and events scheduled to spread workload where possible</li> <li>• Programme of after school meetings is relatively light compared to many schools</li> <li>• Earlier finish on a Friday afternoon to allow department planning meetings to run from 2.30-3pm each week</li> </ul>
	<p><b>Professional development</b></p> <ul style="list-style-type: none"> <li>• Extensive in-house CPD programme and opportunities for external training</li> <li>• Funding to support teaching and support staff working towards relevant professional qualifications</li> <li>• Trust-wide opportunities such as 'A' level teaching experience</li> </ul>
	<p><b>Flexible working and leave of absence</b></p> <ul style="list-style-type: none"> <li>• Staff absence policy is applied generously</li> <li>• Informal and formal requests for flexible working considered</li> <li>• End of term early finish for all staff</li> </ul>
	<p><b>Staff wellbeing</b></p> <ul style="list-style-type: none"> <li>• 2-week Autumn Half-term</li> <li>• Free tea/coffee and biscuits</li> <li>• Friday treats such as cheese/biscuits, doughnuts, fruit and chocolate for all staff at break</li> <li>• Late start following Open evening</li> </ul>
	<p><b>Other benefits</b></p> <ul style="list-style-type: none"> <li>• Cycle to work scheme and ample on-site parking.</li> <li>• Refer a friend incentive of £500.</li> <li>• Long service awards</li> <li>• London fringe allowance</li> </ul>

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**Details of vacancy – Alternative Provision Manager – start date September 2026 (earlier if possible)**

We are offering an exciting opportunity for an enthusiastic, innovative and experienced leader to join the school in the new post of Alternative Provision Manager for our new 'Thrive' centre. This new aspect of the school is a response to the increasingly complex needs that some of our students have and represents one aspect of our preparedness for some of the changes outlined in the new white paper on inclusion in schools.

We are therefore seeking an experienced, resilient and inspirational Alternative Provision Manager to establish and lead this dedicated on-site provision for students with the most significant behavioural, social, emotional and mental health (SEMH) needs. This will include students with Education, Health and Care Plans (EHCPs) and those at risk of exclusion or disengagement from mainstream education. These students will access the 'Thrive Alternative Provision' unit

The post holder will work closely with the Deputy Headteacher (line manager), SENDCo, Safeguarding Team, and Pastoral Team to ensure that every student within the provision receives a personalised, high-quality education and the holistic support they need to achieve success and make an appropriate return to mainstream education.

Success in this role will be demonstrated through measurable improvements in the following areas:

**1. Student Engagement and Attendance**

- Increased attendance and punctuality of students within the provision.
- Reduction in persistent absence rates.

**2. Behaviour and Exclusion Data**

- Significant reduction in fixed-term exclusions and behaviour incidents for provision students.
- Improved behaviour and engagement levels, evidenced through data tracking and staff observations.

**3. Academic and Personal Progress**

- Improved academic progress in core and personalised subjects relative to students' starting points.
- Clear progress against EHCP outcomes and personalised learning targets.
- Positive post-16 destinations for students leaving the provision.

**4. Reintegration and Inclusion**

- Successful reintegration of students into mainstream lessons or alternative appropriate settings.
- Increased sense of belonging, resilience and self-regulation among students.

**5. Stakeholder Feedback and Collaboration**

- Positive feedback from students, parents, staff and external agencies.
- Strong, effective collaboration with the SENDCo, Safeguarding and Pastoral Teams.

Relevant colleagues would be very happy to have an informal discussion in advance of any application that you might like to make, and I would encourage you to visit us in advance to help inform your application.

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**Job description: Alternative Provision Manager**

**Salary:** The post holder will be paid on Level 7 (SCP 30-35) £40,470 - £45,656

Monday-Friday, 8am-4.30pm (40 hours per week), Term time, plus 5 INSET days, plus one week during school holidays.

**Line of responsibility:**

The post-holder is directly responsible to the Deputy Headteacher

**Job Content:****Leadership and Strategic Development**

- Design, establish and lead a bespoke on-site alternative provision to support students with the most challenging behavioural and SEMH needs.
- Work in partnership with the Deputy Headteacher, SENDCo, Safeguarding Team, and Pastoral Team to ensure the provision aligns with the school's inclusion and behaviour strategies.
- Develop clear operational systems for admissions, assessment, target-setting, and reintegration into mainstream lessons where appropriate.
- Lead, coach and manage staff within the provision to ensure high standards of teaching, support and care.
- Create a positive, safe and structured environment that promotes respect, responsibility, and emotional regulation.

**Curriculum Design and Delivery**

- Develop and implement a personalised, flexible curriculum that balances academic learning, life skills, and therapeutic support.
- Incorporate core subjects (English, Maths, Science) alongside vocational, social and emotional development programmes.
- Ensure the curriculum supports the individual targets outlined in students' EHCPs and behaviour support plans.
- Collaborate with subject leaders and teaching staff to ensure curriculum continuity and consistency of expectations.
- Behaviour, Wellbeing and Inclusion
- Lead the development of individual behaviour support plans and risk assessments in collaboration with the Pastoral and Safeguarding Teams.
- Use trauma-informed, restorative and relational approaches to promote positive behaviour and emotional wellbeing.
- Coordinate interventions that improve students' self-esteem, attendance, and engagement in learning.
- Work closely with the SENDCo to ensure EHCP outcomes are being effectively delivered and contribute to the ongoing review of their plan of support.
- Oversee reintegration plans and transitions back into mainstream classes or external provisions.

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### **Partnership and Multi-Agency Collaboration**

- Build strong relationships with students, parents and carers to ensure open communication and shared goals.
- Liaise effectively with external agencies such as educational psychologists, CAMHS, social care, youth services and local authority SEND officers.
- Attend multi-agency and review meetings as required, providing high-quality reports and evidence of impact.
- Collaborate closely with the Safeguarding Team to identify and support vulnerable students and uphold robust safeguarding practice.
- Monitoring and Evaluation
- Track and analyse attendance, progress, behaviour, and wellbeing data for students within the provision.
- Report regularly to the Deputy Headteacher and Senior Leadership Team on the effectiveness and impact of the provision.
- Use data and feedback to evaluate provision outcomes and refine strategies for continuous improvement.

### **Core responsibilities**

- To assist in whole school development planning and the completion of the school's self-evaluation
- Lead by example to motivate and work with others
- Promote a culture of inclusion within the school community where all views are valued and considered
- Promote and protect the health and safety/welfare of students and staff
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school
- To undertake any professional duties, reasonably delegated by the Headteacher

**Person Specification - Alternative Provision Manager**

	Essential	Desirable
<p><b>Qualifications &amp; Training</b></p> <ul style="list-style-type: none"> <li>▪ Qualified teacher status in the UK</li> <li>▪ Additional training or qualifications in behaviour support, SEMH, or SEND leadership.</li> </ul>		<p>√</p> <p>√</p>
<p><b>Leadership Experience and Skills</b></p> <ul style="list-style-type: none"> <li>▪ Proven experience supporting students with challenging behaviour, SEMH needs, or additional learning needs.</li> <li>▪ Strong understanding of SEND legislation and EHCP processes.</li> <li>▪ Excellent knowledge of behaviour management, restorative practices, and trauma-informed approaches.</li> <li>▪ Knowledge of strategies to support and improve student outcomes</li> <li>▪ The ability to challenge, influence and motivate others</li> <li>▪ Excellent time management and organisational skills</li> <li>▪ Excellent interpersonal and communication skills, both written and spoken</li> <li>▪ Ability to lead and motivate a team within a high-need environment.</li> <li>▪ Ability to work independently, take initiative and manage change</li> <li>▪ Ability to construct a curriculum</li> </ul>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>▪ Experience of having led and managed a team of people</li> <li>▪ Experience establishing or managing an alternative provision, nurture group or inclusion base.</li> <li>▪ Proven experience of working within or with a pastoral team to understand and implement clear established routines</li> <li>▪ Experience working with multi-agency partners to support complex cases.</li> </ul>	<p>√</p> <p>√</p> <p>√</p>	<p>√</p> <p>√</p>
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>▪ Has a clear commitment to fully inclusive comprehensive education</li> <li>▪ Committed to continual improvement</li> <li>▪ A desire to continue to learn and develop within the professional role</li> <li>▪ Passionate about supporting, motivating and inspiring learners, their families and the community</li> <li>▪ A strategic thinker who is creative and imaginative</li> <li>▪ Stable and supportive with stamina, energy, confidence and emotional intelligence</li> <li>▪ Shows consistency of judgement and high integrity</li> <li>▪ Resilient, positive and calm – uses networks to seek advice and support</li> </ul>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>	

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## How to apply

Please complete the attached form to apply for this position responding to the questions and adhering to the word limits for each section.

Applications should be returned to [vacancies@lhea.org.uk](mailto:vacancies@lhea.org.uk). no later than Wednesday 6th May 2026.

If you would like to discuss the role in more detail or for an informal conversation about the role and your suitability, please contact Sharifa Salahudeen (details at the front of this information pack) who will arrange a discussion with the Headteacher.

## Equal Opportunities

Lynch Hill Enterprise Academy will not discriminate directly or indirectly through applying conditions or requirements which cannot be shown to be justified. We will not discriminate on the grounds of race, gender, nationality or origin, marital status, disability, economic status, sexual orientation, age, trade union, political or religious belief, or responsibility for dependents.