

Ridgeway Academy
Herns Lane, Welwyn Garden City,
Hertfordshire AL7 2AF
Tel: 01707 351350



Alternative Curriculum Officer

Pay scale: H5-H6 (SCP 9-19) £27,254 – £32,061 paid pro-rata for hours/weeks worked
Hours: 8.00am to 4.00pm, Monday to Friday (37 hours)
Weeks: Term time + 1 week to include INSET days (0.8553565 FTE)
Actual salary: £23,311.89 - £27,423.59 (includes holiday entitlement)

Ridgeway Academy is part of the **Ambition Education Trust (AET)**. The Ambition Education Trust (AET) consists of ten schools in Hertfordshire; three primary, one nursery and infants', one juniors and five secondary. Our Trust launched in September 2024 following the amalgamation of two established Multi Academy Trusts (MATs), Alban Academies Trust and Atlas Multi Academy Trust. As a member of the AET, we are able to maximise opportunities for rewarding careers and opportunities for personal and professional development throughout our wider organization.

The purpose of the Alternative Curriculum Assistant is to work as a member of the school's pastoral team, alongside teaching staff and the Special Education Needs Department to ensure that students who receive an Alternative Curriculum at both KS3 and 4 through our RISE centre achieve their potential.

The Alternative Curriculum Assistant is an integral part of the RISE team. They will be a flexible and supportive member of staff who can assist Alternative Curriculum Manager, Pastoral Leaders and RISE teaching staff in the effective daily management of the students, as well as providing a supportive framework for individual and group intervention as necessary. The nature of the role is such that flexibility and self-motivation are crucial to success.

We can offer you:

- A supportive team with a passion for continuous improvement
- A commitment to professional development
- A collaborative working environment

We are looking for someone who:

- A passion for working with young people
- Excellent written and verbal communication skills
- Flexible and adaptable
- Ability to work independently and as part of a team
- Computer literate (able to pick up new systems quickly)
- Basic understanding of Microsoft Excel

Ridgeway Academy is committed to ensuring inclusion, diversity and equality of opportunity. We welcome applications from all suitable candidates and encourage those from underrepresented groups, and/or with protected characteristics, to apply. Ridgeway Academy is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check, satisfactory references and medical clearance.

Applications are via mynewterm <https://www.mynewterm.com/> if you have any queries, please contact the HR Officer by email (appointments@ridgeway.aat.school) or extension 3373.

Prospective candidates are encouraged to submit their applications as soon as possible as the school reserves the right to close the advert should we feel able to appoint an appropriate candidate.

Closing date: 9.00am Monday 1 June 2026
Shortlisting: Tuesday 2 June 2026
Interview date: Friday 5 June 2026
Start date: September 2026