



THE DEAN ACADEMY

Preparing you today for a successful tomorrow



RECRUITMENT PACK INTERNAL ALTERNATIVE PROVISION MANAGER (IAP)





Welcome to the Athelstan Trust.

Our Multi-Academy Trust is an organisation in which children, staff and parents can feel part of a caring, collaborative and excellent community.

We are a Multi-Academy Trust of six secondary schools and four primary schools across Wiltshire, Gloucestershire and South Gloucestershire. We were excited to welcome two new primary schools in the last few months and from October 2025 another secondary school. This will further enrich our collaborative strengths.

Established in 2015, the Athelstan Trust aims to achieve the best for, and from, each child. We enable each child to realise their full academic, creative and physical potential and to develop positive social and moral values.

Believing that successful schools are rooted in their local community, we respect and value the individual nature and ethos of our schools while knowing we are more effective when we work together and support each other. Celebrating spiritual and creative diversity, success, and lifelong learning is important to us. We are inclusive and collaborative and promote a culture of openness and integrity.

We are absolutely committed to raising educational standards for all the children in our schools. We believe in developing the talents and skills of all our staff and students.

We seek applicants who share our vision and values.

We look forward to receiving your application.

Best wishes,

Matthew Evans
Chief Executive Officer





Our Philosophy as an Employer

The Athelstan Trust is absolutely committed to raising educational standards for all the children in our schools. In order to do this, we need to recruit the best staff who are committed to our vision and values.

We aim to be the employer of choice in our area and genuinely believe that all roles in our organisation can be carried out within a flexible working model. Working in schools should be seen as part of a rich fulfilling life and not a barrier to it. We will always consider a flexible working option for every post.

We understand that we need to support staff to achieve our goals and have in place a professional development programme that offers internal and external opportunities to develop the talents and skills of all our staff.

Why work for us?

Internal career opportunities

Personalised professional development and training

Employee assistance programme

Flexible working opportunities and a genuine commitment to family and work/life balance

Nationally negotiated cost of living pay

Automatic enrolment to the teacher or local government pension schemes

Generous holiday allowance for support staff

Recognition of local government continuous service

Cycle to Work scheme

Discounts at local gyms





Dear Candidate,

Thank you for the interest you have shown in joining our school community here at The Dean Academy as an Internal Alternative Provision Manager (IAP). We are one of the most improved schools in the South West and we are driven by becoming the outstanding local school of choice for all families and staff. Situated close to the border of Gloucestershire and Monmouthshire in an area of outstanding natural beauty, we are looking to appoint a leader who is highly effective, resilient, and motivated.

We are a school that has been on an incredible journey of improvement. Our continued and sustained improvement in GCSE outcomes over the last 4 years coupled with a rich extra-curricular offer highlight the impact of our hard work to raise standards and offer the very best opportunities for the students. We are a fully inclusive comprehensive school whose student numbers have grown rapidly in recent years and we now have approximately 820 on roll. This dramatic increase in scale brings amazing opportunities for everyone involved in our community and it is a very exciting time to be thinking about joining our organisation. We look forward to hearing from you if you think you could make a difference and have something special to bring to a school “where pupils thrive”.

If you choose to join our team and work with us at The Dean Academy we can offer:

- An exciting career in a rapidly improving, highly ambitious workplace
- The chance to join an incredibly supportive group of colleagues, leaders, local governors and Trust leaders
- A personalised coaching programme so you can fulfil your potential as a teacher / leader
- The opportunity to work collaboratively within The Athelstan Trust
- An opportunity to work within our truly comprehensive school and become an integral part of the school and local community

Please feel free to contact the school for a tour as you consider your application, and we look forward to meeting you!

Hannah Rowlands
Headteacher





Internal Alternative Provision Manager (IAP)

Start Date: January 2027 or as soon as possible thereafter

Salary: Point 17 - Point 20 (£31,022 - £32,597) FTE Pro Rata

35 hours per week, 8.30 a.m. – 4.00 p.m., term time only, including inset days

We are looking to appoint an Internal Alternative Provision Manager (IAP) to run and coordinate our PACE hub (Personalised Academic and Character Education hub) at The Dean Academy. The successful candidate must have a passion for working with young people to support them to embody our core values of “We are Respectful, We are Responsible, We are Ready”. You will have responsibility for establishing, supervising and coordinating the implementation and delivery of the school’s internal alternative provision programme, as a core part of the school’s behaviour management procedures, ultimately reducing the number of students excluded from school, supporting in the maintenance of a productive learning environment and facilitating successful access to education for all.

You will have the presence, experience and personality to manage, supervise, challenge and motivate students. This role forms a core part of the school’s pastoral team and you will need to work closely with students, other school colleagues and parents/carers. As an individual, you will be motivated, positive, have a flexible and calm approach and be able to respond to the needs of the individuals you are working with.

This post is offered to both teaching and non-teaching staff. If you are interested in applying, please speak to Hannah Rowlands for further details, including the possibility of flexible working and adjusting working hours to encompass this new role.

The Dean Academy is proud to be part of The Athelstan Trust and benefits from collaboration and challenge. The Athelstan Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check along with standard pre-employment safeguarding checks. As the role includes working with children, it is exempt from the Rehabilitation of Offenders Act 1974. Applicants must, therefore, disclose all spent and unspent convictions. References will be sought for shortlisted candidates before interview. Please also be aware that you will be subject to an online check and that you may be questioned about the findings of such a check at your interview.

We are a flexible working employer, and we are willing to make any reasonable adjustments you require during your interview so please ask us.





Closing Date: Friday 18th September 2026, 12 Noon —Interviews To be confirmed

Applications will be considered as they are received; we reserve the right to make an appointment prior to the closing date.





Job Description and Main Responsibilities Internal Alternative Provision Manager (IAP)

- Manage the day to day running of the PACE hub, ensuring that students are effectively supervised and ensuring that a positive, disciplined and purposeful working environment is maintained.
- Ensuring that students are aware of the procedures and expectations whilst in the PACE hub in accordance with the school behaviour procedures.
- Implementing strategies to support students with social, emotional and behavioural difficulties, to ensure that they are meeting the expectations of standards within the PACE hub.
- Provide academic support to students.
- To complete a reflection interview sheet and behaviour & engagement log with each student and to submit to the Assistant Headteacher for Behaviour & Culture.
- To provide feedback and encouragement to students in relation to their progress.
- To be responsible for ensuring that there is work provided by staff and ensuring that all work is effectively distributed to students.
- To coordinate and manage any administration pertaining to the PACE hub, including accurate records of attendance and behaviour of students whilst there.
- To manage the upkeep of the room, including signage and ensure that the room is effectively resourced, stocked and maintained.
- To challenge any evidence of damage or vandalism caused whilst in the PACE hub and implement the appropriate steps in accordance with the school behaviour procedures.
- To liaise effectively with parents/carers where appropriate.
- To attend meetings specific to the PACE hub and behaviour management strategies to proactively contribute to improving systems and procedures.
- To support behaviour management strategies and policies of the school and undertake other appropriate additional duties to support the school pastoral team.
- To work collaboratively with the colleagues in the school to participate in the comprehensive assessment of students to support them in overcoming barriers to learning.
- To ensure that all students have a safe environment in which they can be reflective, learn and make holistic progress.
- To supervise students who have been placed in short term removal from lessons.

General school duties:

- Attend whole school and trust based CPD sessions as required or necessary
- Attend whole school and trust meetings as reasonably directed by the Headteacher
- To take an active part in quality assurance and staff professional development





- To actively contribute to the Performance Management process
- To have due regard for safeguarding and promoting the welfare of young people in accordance with the School's and Trust's policy and the latest version of Keeping Children Safe in Education





Person Specification – Internal Alternative Provision Manager (IAP)

Criteria	Essential	Desirable	Method of Assessment
Education & Qualifications	Educated to GCSE level standard or equivalent	Post -16 education (A Levels/Level 3) and above	Application form
Experience	Working with students of secondary school age	Working with external partners to maintain positive relationships Successfully carrying out a behaviour support/restorative role	Application form and interview
Knowledge	Using general software packages (MS Teams, Word, Excel, Outlook) Understanding of strategies to remove barriers to learning	Use of schools computer systems SIMS and ClassCharts	Application form and interview
Skills & Attributes	Working calm under pressure Excellent interpersonal skills Ability to prioritise in the busy environment of a secondary school Ability to work independently and as part of a team To maintain confidentiality	Eagerness to gain experience, expertise and professional development Knowledge of the range of strategies and interventions to support students in schools	Application form and interview





	The ability to have patience, resilience and tolerance and support young people with the difficulties they may encounter withing their school and/or home life. The ability to be creative and problem solve Excellent communication skills and to be able to forge positive working relationships		
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