



Meole Brace School

Learning - Respect - Success

Applicant Information

Alternate Provision Lead

Permanent: 37 Hours Per Week

Term Time Plus 2 PD Days

Required to start: 13th April 2026





Learning - Respect - Success

March 2026

Dear Colleague

We are looking to appoint an enthusiastic and motivated individual to lead and run our new in-house alternative learning classroom. This provision supports KS3 and KS4 students throughout their school journey, offering stability, structure, and ambition for some of our most vulnerable learners. This role combines academic provision, pastoral support, and family liaison, ensuring that every student accessing the provision experiences a strong sense of belonging and the confidence and progress to succeed.

The ethos of our school is based on our core values of Learning, Respect and Success – our aim for our students is that they are happy and successful. For some students, this means that more bespoke provision is required.

If you are interested in applying for the post, and want to join a school that always seeks to improve, through a mixture of hard work, ideas and commitment, then please complete the application form and return for the attention of Mrs Julie Richards, Meole Brace School, Longden Road, Shrewsbury, SY3 9DW or via email to recruitment@meole.co.uk. by 12pm on 24th March 2026. Visits to the school are also welcomed.

Yours sincerely,

Hannah Wright
Headteacher



Headteachers: Mary Pope & Hannah Wright

Meole Brace School

Longden Road

Shrewsbury SY3 9DW

01743 235961

admin@meole.co.uk

www.meolebrace.com





Meole Brace School

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About Meole Brace School

Meole Brace School is a caring and cheerful community committed to developing academic, personal and social skills of all our students to the highest standards. We are an 11-16 Academy, with approximately 1350 students on roll. Our principal aim is to enable them all to lead happy and successful lives, in school and beyond. Through our core values of 'Learning, Respect and Success', we encourage all our students to be self confident, to enjoy learning and to achieve their full potential. Excellent teaching and learning is at the heart of everything we do, but we also believe that all young people can thrive if they feel valued, feel safe and are suitably challenged. We are proud of our reputation as a vibrant school with high expectations. We are all fully committed to providing a stimulating and high quality learning experience for all.

"The school has an impressive knowledge of each pupil, underpinned by comprehensive and systematic tracking. It pays close attention to identifying and removing any barriers to pupils' success" Ofsted 2024

"I've been incredibly impressed with the school since our son started. The values upheld by our family are upheld at school. You've helped him become the young man we want him to be" Parent Survey

We have a wide ranging CPD program as well as individual pathways for staff at all levels of their career. We are part of a local multi-academy trust (Trust Schools) which includes 9 schools, 5 of which are secondary schools. This provides us with further valuable opportunities to share best practice and work collaboratively. Further information can be found here: <http://www.trusted-schools.com/>

Meole Brace aspires to the highest possible standards and is constantly developing and promoting innovation. Staff enjoy a strong sense of team spirit and well being and are fully supported by a dedicated leadership team. We operate on an ethos of mutual respect and kindness.

Meole Brace School is "a respectful and positive environment where students feel safe and enjoy attending school". "The school's behaviour policy places a strong emphasis on rewarding positive behaviour and respectful attitudes". Ofsted 2024



Advertisement—Alternate Provision Lead

Permanent – Full Time – Term Time plus PD Days

Grade 8 (SPC 19–22, £32,061 – £33, 699 FTE) PRO RATA SALARY £27,455-£28,858

Start Date: 13th April 2026

We are looking to appoint an enthusiastic and motivated individual to join Meole Brace School.

The successful candidate will need to have recent experience of working with children of a relevant age and be committed to raising standards and to gaining the best outcomes for all students.

The post holder will be responsible for the daily planning, delivery and management of a small in-house alternate provision. They will plan to meet the bespoke needs of small groups of pupils who follow various different pathways to enable their success. The post holder will focus particularly on improving literacy and numeracy skills, as well as delivering curriculum-based project work and accredited qualifications such as AQA unit awards and functional skills to KS4 pupils.

Visits to the school are welcomed; please contact Mrs Julie Richards on 01743 235961 to arrange a visit.

For further information about the school and an application pack, visit our website:

www.meolebrace.com.

Completed application forms should be emailed to recruitment@meole.co.uk.

Closing date: 24th March 2026 @ 12 Noon

Interview date: 26th March 2026

Meole Brace is committed to equal opportunities, safeguarding and promoting the welfare of children and young people, and we are committed to diversity and gender equality in our hiring practices. We expect all employees to share this commitment. All appointments will be subject to a satisfactory Disclosure and Barring Service (DBS) check.

Headteachers: Mary Pope & Hannah Wright

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Job Description – Alternate Provision Lead

Details of Post

- ♦ Alternate Provision Lead
- ♦ Reporting to: Inclusion Leader
- ♦ Main Workplace: SENDCo
- ♦ Term time plus 2 PD Days
- ♦ 37 hours per week (Monday to Friday)
- ♦ Grade 8 (SPC 19–22, £32,061 – £33, 699 FTE)

The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

Purpose of Post

To facilitate the inclusive education for those students who have difficulty accessing the full curriculum, and therefore assist in removing/reducing barriers to learning to improve achievement. To lead the small provision on school site which will enable students to access their education under a bespoke model.

Working under the guidance of the senior leader responsible for inclusion and under an agreed system of supervision, to support access to learning for pupils in a small alternate learning classroom, including support for those with individual Education Health Care Plans (EHCPs).

This role will involve planning, preparing, and delivering learning activities for individuals / groups and monitoring pupils and assessing, recording, and reporting on pupils' achievements, progress and development.

This post may, over time, have line management responsibility for other teaching assistants within the school, including training, appraisal, and the allocation and monitoring of work.



Main Responsibilities

Leadership and Coordination

- ◆ Lead the daily running of the provision, ensuring a calm, purposeful, and aspirational culture.
- ◆ Coordinate teaching, support, and enrichment timetables in collaboration with SENCo, senior leaders and pastoral teams.
- ◆ Effective behaviour and relationship management.

Pupil Support and Progress

- ◆ Oversee individual learning plans and behaviour support strategies.
- ◆ Monitor attendance, engagement, and academic progress, implementing timely interventions.
- ◆ Deliver 1:1 or small group sessions focused on motivation, confidence-building, emotional regulation, and employability skills.
- ◆ Promote positive behaviour and restorative practices to build trust and resilience.

Liaison and Communication

- ◆ Maintain strong communication between the provision, the main school, parents/carers, and external agencies
- ◆ Lead review meetings with families and relevant professionals, ensuring clear next steps are agreed and recorded
- ◆ Work collaboratively with Heads of Year, the SENCo, and inclusion staff to ensure joined-up provision.

Curriculum and Enrichment

- ◆ Coordinate a balanced and engaging curriculum, drawing on subject specialists from the main school where required.
- ◆ Be responsible for improving knowledge and skills to targeted individual and small groups, planning, delivering and overseeing a range of interventions, including numeracy and literacy
- ◆ Deliver accredited curriculum to small groups, such as functional skills or AQA unit awards.
- ◆ Promote employability, life skills, and enrichment opportunities that enhance students' self-belief and ambition.
- ◆ Support delivery of statutory PSHE and personal development content within The Bridge.
- ◆ Administer and assess routine tests, undertake routine marking of pupils' work, and accurately record achievement / progress. Measure progress from baseline tests.

Job Description – Alternate Provision Lead — Continued

Record Keeping and Safeguarding

- ◆ Maintain accurate and up-to-date records on attendance, behaviour, progress, and interventions using school systems.
- ◆ Ensure safeguarding and child protection procedures are followed rigorously, reporting concerns promptly.
- ◆ Contribute to reviews, reports, and case studies that evidence impact.

Professional Development

- ◆ Engage actively in training and CPD related to alternative provision, behaviour, SEMH, and restorative practice.
- ◆ Contribute to wider inclusion and behaviour initiatives across the school, sharing expertise and good practice.

Other Responsibilities

- ◆ Be aware of and comply with all school policies and procedures
- ◆ Be aware of and support difference and ensure equal opportunities for all
- ◆ Contribute to the overall ethos/work/aims of the school
- ◆ Appreciate and support the role of other professionals
- ◆ Attend and participate in relevant meetings as required
- ◆ Participate in training and other learning activities and performance development as required.

Safeguarding

- ◆ Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Safeguarding JD for school staff.

Data Protection and other statutory responsibilities

- ◆ Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Data Protection JD for school staff.

Other Duties

- ◆ Any other duties that the Headteacher, EHT/ CEO/ Governing Body/ Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.





Meole Brace School

Achievement · Respect · Community

Person Specification – Alternate Provision Lead

	Essential	Desirable
Qualifications	◆ 5 GCSEs (A*-C/9-4) including English and Maths ◆ A Levels or equivalent ◆ Degree or equivalent relevant Qualification/experience ◆ Recognised teaching qualification (QTS)	√ √
Work or relevant experience	◆ Training in SEMH, restorative or nurture-based approaches (e.g. Thrive, Boxall, ELSA) ◆ Experience of working with young people aged 11-16 ◆ Experience managing challenging behaviour and supporting reintegration ◆ Experience coordinating small group or alternative provision ◆ Experience working with young people with additional needs (SEMH/SEND) ◆ Experience of liaising with parents and external agencies	√ √ √
Knowledge and understanding	◆ Understand of safeguarding and child protection ◆ Knowledge of Key Stage 4 curriculum pathways and assessment	√
Skills and Abilities (relevant to post)	◆ Strong organizational and communication skills ◆ Ability to work calmly and effectively under pressure ◆ Ability to build trust and positive relationships with pupils and families ◆ Commitment to inclusive education and high aspirations for all pupils ◆ Reflective and solution– focused approach	

Person Specification – Alternate Provision Lead

Personal Qualities	♦ Willingness to “go the extra mile” for pupils	
Special Conditions	♦ Willingness to undertake an Enhanced Disclosure and Barring Service (DBS) check	

Safeguarding

Meole Brace School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to enhanced DBS and background checks.