

Application Pack

Internal Alternative Provision Lead

Start date:
1st September 2026

Application closing date:
Friday 24th April 2026
12 noon

Interview date:
w/c 27th April 2026



Welcome to our school

Dear Applicant

Thank you for expressing an interest in a vacancy at Derby Cathedral School. On behalf of the whole school community, I extend you a very warm welcome.

I am delighted to welcome you to Derby Cathedral School, where I am proud to serve as Headteacher. Our school is a vibrant, values-led community built on high expectations and a belief that every child can achieve remarkable success. Inspired by John 10:10 - "I have come that they may have life, and have it to the full", we are committed to ensuring our students experience life in all its fullness.

Learning here is shaped by both rigour and joy. Through our FAITH values, we set ambitious standards for behaviour and academic achievement, knowing that with clear structure, dedication, and support, every student can excel. Alongside academic challenge, we nurture character - fostering curiosity, resilience, and integrity so that our students grow into capable and compassionate contributors to society.

Our aim is simple: to help every young person flourish - academically, personally, and spiritually so they leave us with the knowledge, character, and confidence to shape their world for the better.

Derby Diocesan Academy Trust (DDAT) are committed to Safer Recruitment practices and use a variety of methods throughout the selection process to ensure we are satisfied with candidate's suitability working with children within our schools. Upon offer of employment, we will apply to the Disclosure and Barring Service (DBS) for an enhanced disclosure which will give details of a person's criminal record.

Please also note that if you have lived anywhere outside of the UK since the age of 18, you will require a certificate of good conduct from all the countries of residence.

Please do take some time to read the key information below about our vision for the school and this post. Further, more detailed information can be found on our school website.

The next few years will be a very exciting time as we grow and develop together and we are looking for staff with a flexible approach and a desire to be part of an excellent new educational provision.

Andy Brown
Headteacher

School Vision



Derby Cathedral School is a Christian community that welcomes students, families and visitors of all faiths and none. The diversity and richness of such a family brings depth and a vibrancy to our core.

Students of Derby Cathedral School are given every opportunity and challenged to be the best that they can be, demonstrating FAITH in all they do.

- **Fellowship** Collaborating with others, we treat everyone with respect, dignity and kindness.
- **Aspiration** We are ready to learn and grow, striving to be the best that we can be in every aspect of our lives.
- **Integrity** We demonstrate fairness, equality and honesty.
- **Tenacity** We are determined and resilient when faced with challenges.
- **Humility** We are gracious, calm and understand the importance of forgiveness.

All students will be well prepared for their next step into future education, training and employment. They will be happy, healthy, confident, life-long learners who 'experience life in all its fullness'

(John 10:10)

Job Description

Job Details

Job title: Internal Alternative Provision Lead

Department: Inclusion

Reports to: Designated member of the SLT

Hours of work: Full time

Salary: Teachers' MPS / UPS plus TLR1a £10,181

Job purpose:

- Plan bespoke timetables for each student accessing the internal alternative provision to ensure they are following an appropriate curriculum in line with their peers.
- Liaise with teachers over subject specific work.
- Plan and implement a research-based intervention programme to help support students to be successful in the alternative provision and the school
- Assist with individuals and small groups of students to further develop their literacy, numeracy, ICT problem solving, and study skills. Ensure each child within the internal alternative provision has the maximum access to all learning activities and differentiate activities when necessary.
- Line managing colleagues within the alternative provision, providing vision, leadership and day-to-day operational management.
- Secure high-quality teaching and effective use of resources to achieve the highest standards of achievement for all pupils who access the provision.
- Contribute to the development and realisation of the whole school inclusion planning, and the aims, vision and ethos of the school.
- Ensure effective quality assurance of the department leads to a consistency of high standards
- To work across the entire school to ensure staff are kept informed of the progress made by each student accessing the provision.

Job Description

Main duties/responsibilities

Teaching

- Plan bespoke timetables for all students who access the internal alternative provision including a combination of sessions taught by subject specialists, online tuition, access to online lessons and other subject work set.
- Use prepared curriculum resources, Microsoft Teams and the IT infrastructure already within the seclusion area to ensure students are provided with accurate and timely work based on their year group or Key Stage.
- Lead by setting an example, achieving your own high standards of classroom practice.
- Undertake effective quality assurance in line with the school policy which leads to standards and progress which are above the national level.

Curriculum

- Develop an ambitious curriculum vision and structure that enables students to access and make good progress with their mainstream curriculum.
- Develop and implement policies and practices for the provision which reflect the school's aims and ethos.
- Ensure that schedules and schemes of work are properly prepared and differentiated.
- Liaise with relevant subject staff to review and refine schedules and schemes of work to ensure that they meet the needs of pupils of all ages and abilities.
- Ensure the requirements of the national curriculum, national strategies and examination boards are met.
- Set appropriate work for pupils when colleagues in the provision are absent.
- To undertake individual support for identified students through internal and external exams.
- Keep accurate written records of each student's bespoke timetable and re-integration plans.

Main duties/responsibilities – continued

<p>Pupils</p>	<ul style="list-style-type: none"> • Liaise with, and provide support for staff about the needs of individual children. • Ensure high standards of teaching and learning, and assure preparation for examination across the department. • Manage assessment, monitoring and reporting within the department, in line with school policy and procedures. • Ensure that special educational needs are met within the faculty through effective liaison with the SENDCo and other staff. • Maintain, develop and apply effective rewards, sanctions, policies and procedures within the department, in line with those of the school.
<p>Parents</p>	<ul style="list-style-type: none"> • Work with parents through home/school correspondence, phone calls and meetings to ensure pupil wellbeing and academic success. • Communicate frequently with parents/carers about the progress and engagement of each student. This should be at least weekly and is likely to be more often.
<p>Communication and Administration</p>	<ul style="list-style-type: none"> • Liaise with relevant staff to provide specific information about each student on a re-integration plan to support a successful re-integration back into mainstream lessons. This will include successful behaviour support strategies. • Report the progress (academic and behavioural) of students within the behaviour inclusion unit to SLT, Heads of Year, Form Tutors, class teachers, parents/carers and relevant external agencies as necessary. • Communicate frequently, using the school's communication channels, to ensure all are aware of the students who are accessing the provision and their associated re-integration plans. • Keep written records of student's development and progress with their curriculum support programmes.
<p>Process management</p>	<ul style="list-style-type: none"> • Manage team meetings to ensure the smooth running of the department. • Contribute to school evaluation processes and keep the work of the provision under review. • Produce an annual development plan for the provision • Manage the department budget ensuring value for money and effective deployment of resources • Ensure the fair distribution of resources within the department. • Manage the processes for ordering, purchasing, and maintaining resources and equipment. • Ensure appropriate risk assessments are completed and health and safety procedures are followed within the department. • Participate in open evenings, parents' meetings, liaison events with community partners, and other marketing and liaison opportunities.

Main duties/responsibilities – continued

Leading Others

- Co-operate with the appropriate member of the SLT to lead and manage performance management arrangements, in line with school procedures.
- Ensure a fair distribution of responsibilities and workload within the provision team.
- Line manage and support relevant staff in relation to the curriculum, discipline, classroom practice and professional development.
- Provide advice and support to staff from other departments with regards to the reintegration of students back into mainstream lessons and the continuation of their subject curriculum.
- Ensure that homework is set and marked in line with the department and school procedures.
- Create a team atmosphere and build effective working relationships with staff.
- Keep the department team up-to-date with developments in terms of curriculum, behaviour and teaching and learning methodologies.
- Plan and lead team meetings

Other

- Contribute to the school's pastoral programme i.e. leading form tutor and collective worship programme to all students who access the provision
- Support the behavior policy of the school by contributing to duties and on-call systems
- Assist with the supervision of students and the maintenance of good order within school and around the site during unstructured times of the day and at the beginning and end of the school day.
- Uphold and actively support the academy's policies and procedures. Attend staff meetings, INSET activities and further training where relevant.
- Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

Job Description

Person specification

	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none">• Good quality Honours degree in a related subject• PGCE or equivalent in secondary or primary education• Qualified Teacher Status• Ability to deliver elements of key curriculum areas	<ul style="list-style-type: none">• Current first aid certificate• Relevant training in behaviour support
Experience	<ul style="list-style-type: none">• Successful experience teaching the relevant subject at Key Stage 3 and 4.• Leadership and management experience	<ul style="list-style-type: none">• Experience developing policies and practices• Experience designing curriculum plans
Knowledge and skills	<ul style="list-style-type: none">• An understanding of what constitutes outstanding teaching and learning and the ability to put this into practice• The ability to use data to monitor student progress and inform curriculum planning• The ability to put in place effective intervention for under achieving students• Good organisational skills• An understanding of the qualities of a successful scheme of work and the key principles of assessment• The ability to coach and mentor other staff• Understanding of current developments in teaching pedagogy (general and subject specific) and wider educational issues• Good behaviour management skills• The ability to motivate young people	

Person specification – continued

	Essential	Desirable
Personal qualities	<ul style="list-style-type: none"> • The ability to form good working relationships with colleagues and pupils • The ability to prioritise and meet deadlines • Confidence in leadership roles • A commitment to continued professional development • A desire and commitment to contribute to the wider school and its community • A commitment protecting the welfare of young people • An open mind to change and the unique circumstances found in a new and expanding school 	<ul style="list-style-type: none"> • A willingness to support the extra-curricular activities and events of the school by creating links with other departments
Other	<ul style="list-style-type: none"> • Good attendance/punctuality record • Enhanced DBS certificate and barred list check • Flexibility 	

As per the updated guidance in Keeping Children Safe in Education 2024, online checks will be carried out on all shortlisted candidates eg Google search, Social Media platforms etc.

Job Review - This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.