



# Stamford Green

Primary School and Nursery



Inspiring



Happiness



Values



Achieving



Ambition



Learning



Togetherness

*Working together to be the best we can*

## Internal Alternative Provision Leader

## Support Staff Application Pack June 2024

Headteacher: Louise Druce  
Chair of Governors: Rebecca Jennings



# Stamford Green

## Primary School and Nursery



Dear Applicant,

### **Come and join our team**

Thank you for your interest and taking the time to find out about this exciting opportunity to join Stamford Green. This post is supporting our Assistant Headteacher for Inclusion and SEND in leading our Internal Alternative Provision to contribute towards the continuing growth and success of our school, where all pupils feel valued and supported.

We are looking for a professional, positive leader with a creative and resilient approach to work across our school and in our Club Room, which has been created to provide additional support and alternative provision for children across the school. You may be a qualified HLTA but it is more important that you are the right person, with the qualities specified in the person specification. If you are interested in gaining an HLTA qualification, we may be able to support you with this. In return we can offer you a friendly, supportive environment with excellent facilities both in the classroom and outside.

Whilst academic excellence is always a focus, it is our dedication to whole-person development that makes our school unique. Our school vision is to be a continually improving learning community for all, where children realise their potential. As such, we are committed to continuing professional development for all members of staff through mentoring, coaching and training. This is because we believe that staff involved in their own development, make the very best role models and create engaging learning opportunities for the children. To support the wellbeing of our staff we provide a considered and thoughtful special leave policy as well as health cover for staff, which provides a range of services including health screening, GP telephone and video consultations, physiotherapy, counselling and private medical operations for certain conditions.

The recruitment process will include a formal interview as well as a teaching task with a group of children. We encourage applicants to come and see our school and you are welcome to make an appointment to visit us. Please contact Beth Saunt, School Operations Leader [b.saunt@stamford-green.surrey.sch.uk](mailto:b.saunt@stamford-green.surrey.sch.uk) or 01372 725383.

Stamford Green is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of our safer recruitment procedure, shortlisted candidates are required to bring to their interview documents to confirm identity, name, date of birth and address. Online checks will be carried out prior to interview and to facilitate this, shortlisted candidates will be asked to provide details of their online presence. The successful candidate will be required to obtain an up to date DBS enhanced clearance.

I look forward to receiving your application and hope to meet you soon.

Best wishes,

A handwritten signature in black ink that reads "Louise".

Mrs Louise Druce  
Headteacher



## Our School Motto

*Working together to be the best we can*

## Our School Vision

To be a continually improving learning community for all, where children realise their potential.

This is brought to life through our seven commitments, to each child, during their journey with us:



**Inspiring** - We believe that the most effective learning comes from having hands on, enjoyable and memorable experiences that feed the imagination and fuel the desire to find out more.



**Happiness** - It is our wish that the children at Stamford Green feel cared for, so that a sense of fun and positivity leads to happiness in all we do. There are some things in life that we all just have to do, but it is the attitude with which these tasks are approached that matters.



**Achieving** - Knowing each child's strengths and areas of development allows us to assist every child in moving forward. Giving them individual support and strategies to succeed, aids their improvement and ensures progress.



**Values** - As a school, the pupils, parents, staff and governors worked together to decide on twenty two values that would become a part of school life. From assemblies and lessons to everyday actions and vocabulary, everyone uses our school values: *Manners, Sharing, Courage, Tolerance, Friendship, Respect, Effort, Forgiveness, Hope and Aspiration, Self-Belief, Responsibility, Reflection, Empathy, Honesty, Patience, Humility, Independence, Caring, Making Good Choices, Justice, Resilience.*



**Ambition** - We constantly aim to raise children's aspirations, helping them to become lifelong learners. We want to equip them to succeed in the 21st Century, as we are not just educating the children of today but the citizens of the future.



**Learning** - It is our goal to give all children the chance to shine. Children are given wide ranging experiences and opportunities, not only in the classroom but beyond, to express themselves within a supportive and challenging learning environment. Individual abilities and talents are recognised, fostered and developed and this contributes to the continued success of our pupils.



**Togetherness** - We believe that excellence comes from creating an open and nurturing environment where evaluation from children, parents, staff and governors leads to improvement. We recognise that relationships matter and are central to success. Whether you are in the classroom, working with other people for the good of the school or helping our community, we want everyone to feel safe, secure and above all else happy, as together everyone achieves more.

# Application Information

## Permanent Internal Alternative Provision Leader

**To start 22 April 2025 or as soon as possible thereafter**  
**39 weeks per year (term time only plus INSET days)**  
**36 hours / week (Monday – Friday 8.15am – 3.30pm with 30 minutes for lunch)**  
**Plus additional hours for weekly staff meeting (Wednesdays after school).**  
**A Job share would be considered.**

### Salary and benefits

The salary will be within Surrey grade PS6, currently £29,697 - £31,848 FTE. Pro-rata salary £25,548 - £27,398.

The successful applicant will be eligible for the school's healthcare plans include a cashback plan for a range of services including dental, optician, podiatry and physiotherapy as well as health screening, GP telephone and video consultations, counselling and private medical operations for certain conditions.

### Recruitment Process

We encourage applicants to visit the school. If you would like to arrange a visit, please contact Beth Saunt, School Operations Leader. [b.saunt@stamford-green.surrey.sch.uk](mailto:b.saunt@stamford-green.surrey.sch.uk)

Completed applications forms must be returned by 9.00am on Wednesday 26 March 2025 to Louise Druce, Headteacher, Stamford Green Primary School, Christ Church Mount, Epsom, Surrey, KT19 8LU or by email to [b.saunt@stamford-green.surrey.sch.uk](mailto:b.saunt@stamford-green.surrey.sch.uk). Please note that we reserve the right to interview and appoint this position ahead of any advised application closing date should an appropriate candidate be found. Therefore, we would recommend that you submit your application as soon as possible.

We will contact you by email or telephone on Wednesday 26 March 2025 if you are being invited for interview. If you do not hear from us please assume that your application has not been successful. Interviews will be held on Monday 31 March 2025.

Applications must be on the application form, curriculum vitae will not be accepted. Please also provide a supporting statement showing how you meet the person specification on no more than two sides of A4 paper at no less than font size 11. In your supporting statement, please tell us why you would like to work at Stamford Green, what relevant experience you have and how you can contribute to our vision and motto. Please illustrate your points with specific examples of your experience.

### Other Information:

- Stamford Green is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- The appointment will be subject to a satisfactory medical screening, DBS enhanced clearance and evidence of relevant qualifications.
- As part of our safer recruitment procedure, on-line checks will be carried out prior to interview and to facilitate this, shortlisted candidates will be asked to provide details of their on-line presence.
- As part of our safer recruitment procedure, shortlisted candidates are required to bring to interview original documents to confirm their identity, right to work in the UK (ideally passport) and evidence of qualifications.
- References will be taken up prior to interview unless you have expressly asked us not to do so in a covering letter.



# Stamford Green Primary School



## Job Description

**Post Title:** Internal Alternative Provision Leader

**Salary:** PS6

### Purpose

Under the overall direction of, and in collaboration with the Assistant Headteacher for Inclusion and SEND, you will be involved in teaching and supporting pupils in our alternative provision, known as the Club Room. This provision has been introduced to develop and deliver the school's inclusion strategy through identified priorities and to ensure excellent practice throughout the school, ensuring effective use of resources to bring about improved standards, expectations, achievement and safety for our pupils. The work will primarily be in our Club Room or to support a child bridge from alternative provision back into class. In addition, you should be prepared to be redeployed across the school if necessary.

**Accountable to:** Headteacher

### Professional Duties

- At all times to have regard to our school curriculum, values and policies.
- Adhere to Stamford Green policies to meet the care and needs of individual children.
- Work as part of a team of teaching and support staff, to actively support and pursue the school motto: 'Working together to be the best we can'.
- Ensure the wellbeing of all children by following health and safety regulations including the reporting of all accidents and incidents.
- Liaise and build positive relationships with parents/carers and staff to ensure the smooth, effective, safe and secure operation of the Club Room.

### Curriculum Support

- Work as part of a team to prepare and teach sessions to raise standards of attainment and achievement and meet the needs of the pupils.
- Work with the Assistant Headteacher: Inclusion and SEND to develop our Club Room alternative provision, to include a SEMH Nurture Group, Forest school/outdoor learning and sports offer etc.
- Offer a soft start to the day for identified pupils at 8.15am in the Club Room to benefit attendance, vulnerable children and inclusion.
- Support pupils in the Club Room / classroom, being flexible and reflecting the current needs of the school to support inclusion.
- Assist pupils to learn as effectively as possible in both group situations and individually; inside and outside the classroom.
- Select appropriate learning resources to meet the needs of the children.
- Assess and record children's progress systematically and keep records to check that learning is understood so that planning is informed.
- Mark and monitor the children's learning as outlined in our Assessment Policy.
- Assist the SENDCo in liaising with parents/carers and other agencies, such as the medical profession, social workers, speech and language therapists and education psychologists.

- Provide for the learning experiences of pupils in the class as directed by the Assistant Headteacher or Class Teachers.
- Meet the educational needs of all pupils through various strategies e.g. scaffolding.
- Monitor and evaluate pupils' learning and achievement following the school's Assessment Policy.
- Use relevant classroom management strategies to ensure a purposeful environment for teaching and learning to take place.
- Promote and sustain a productive, calm classroom environment, making use of the school's behaviour policy.
- Help to organise and maintain the school as a learning environment e.g. displays, resource storage.
- Communicate and cooperate with colleagues in relation to both pupils in the class and wider school issues.
- Accompany pupils on school visits and support the teacher(s) in planning for and resolving any issues that arise. The timings of such visits may overrun the school day.
- Report back to the teacher, and leadership team, when required on the assessment of pupil learning.
- Assist in supervising tests.

### **Management of People**

- Establish and maintain a positive regard towards pupils.
- Manage pupil behavior considering the personal, social and emotional needs of pupils.
- Work as a member of a team; share information, ideas and expertise.
- Work collaboratively with other adults and colleagues.
- Implement rewards and consequences within the school's policies and procedures.
- Liaise with parents/carers or other responsible adults and with professional staff in accordance with the school policies and procedures.

### **General**

- Comply with all aspects of the school's safeguarding procedures.
- Participate in staff development activities on INSET days or at training events.
- Contribute to any multi-disciplinary discussion of the pupil's needs/progress, as required.
- Maintain confidentiality both inside and outside the workplace.
- Understand and implement school policies consistently.
- Be adaptable and responsive to emerging changes within the role e.g. through Government or school based developments.
- To be a proactive member of the school team.
- To participate positively and professional in effective relationships with team members.
- Participation in wider school community events outside of core hours may be occasionally required e.g. running an internal club.
- Other duties may be called upon at the discretion of the Headteacher, that are commensurate with the grading and designation of the post.
- Work to support the vision and ethos of the school at all times.
- Contribute to the wider school community including supporting some PTA events and involvement in the school's Opportunities and Thrive Experiences.
- Perform, in accordance with any direction given by the Headteacher, any duties that may be reasonably assigned.

Stamford Green Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to criminal records and reference checks. Stamford Green Primary School and Nursery is an equal opportunities employer.



## Person Specification Internal Alternative Provision Leader

E = Essential

D = Desirable

<b>Qualifications</b>	
Good standard of general education.	E
Minimum grade C English and Maths GCSE or equivalent	E
HLTA qualification or a commitment to achieving this	D
Evidence of Continuing Professional Development	D
First Aid Certificate	D
<b>Skills, abilities and personal qualities</b>	
A passion for the job and enthusiasm to fully participate in whole school life	E
Ability to develop positive and supportive relationships with our children and show empathy to them and their parents/carers	E
Professional, warm manner and an obvious sense of pride in your work	E
Personal integrity and loyalty and ability to remain confidential at all times	E
Be a part of our 'can do' culture and demonstrate that you have resilience through a sense of perspective and are collaborative	E
Strong organisational and planning skills with an ability to work independently and on your own initiative	E
Ability to work to tight deadlines	E
Believe and contribute to our school motto 'working together to be the best we can'	E
Excellent communication skills, verbal and written, with a wide range of different audiences	E
Evidence of high presentation standards and attention to detail across the whole learning environment including classroom displays and children's books	E
Excellent team working skills	E
Willingness to undertake further professional development	E
Ability to multi task and prioritise to manage conflicting demands	E
Ability and skills to manage change and adapt in a changing role	E
Flexibility to respond to changing demands	E
Evidence of a commitment to equal opportunities policies and an understanding of their effective operation within schools	E
Ability to negotiate successful outcomes in difficult situations and ability to judge when it is appropriate to seek further guidance	E
Ability to plan, set up and deliver teaching and learning to meet the needs of the children in the Club Room	E
<b>Experience and professional knowledge</b>	
Experience of working within the nursery and primary age range and supporting social, emotional and mental health needs of pupils	D
Understanding of SEND and an ability to interpret and act on professional reports and individual support plans	E
Highly computer literate – experience of using a range of platforms and programmes and a willingness to embrace new technology	E
Knowledge of the EYFS and/or National Curriculum	D
An understanding of how to achieve outstanding teaching and learning	D
Knowledge of how to challenge and support all children using differentiation	D
Ability to manage behaviour positively, consistently and in line with school policy	E
Experience and/or a working knowledge of ASD,SLCN, PECs,TEACCH or a willingness and capacity to develop an expertise in various SEND areas	E