

Ursuline College

Part of the Kent Catholic Schools' Partnership



Staff Application Pack

Alternative Provision Lead

Resilience. Integrity. Respect. Serviam. Aspiration.

Getting better never stops

Staff Application Pack

Letter from the Headteacher

Dear Applicant

Thank you for your interest in this exciting role within our secondary school, which forms part of the Southeast Kent Cluster of Kent Catholic Schools' Partnership.

We have a long tradition of providing Catholic education to those in the local community and educating each student who passes through our doors to achieve their personal best. Student well-being and learning are at the heart of everything we do.

We have extremely high expectations of what we do for the students in our schools and are keen to recruit like-minded, passionate colleagues who have the potential to redefine what is possible in the education landscape.

If you are passionate about making a better world through the power of education and have the skills to help us showcase the work we do, we would love to hear from you.

Kind regards

Danielle Lancefield
Headteacher



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The Post

Operational Line Manager:	Assistant Headteacher
Grade:	Kent Range 7
Hours per week:	37
Weeks per year:	39 - Term time plus inset days

Ursuline College is situated in beautiful grounds; within easy reach of both Canterbury and Dover, with a fast train service to London. Any enquiries are welcome.

Ursuline College All Staff Responsibilities:

- To be committed to safeguarding and promoting the welfare of children and young people within the school
- To act in a loyal and professional manner around school and to contribute to the overall ethos/work/aims of the school
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To be aware of and support difference, and ensure equal opportunities for all
- To attend and support appropriate meetings/courses and to undertake any training as deemed necessary in order to keep abreast of development

General Responsibilities:

Provision Leadership

- Provide calm and consistent leadership of the daily AP environment.
- Oversee student registration and ensure presence throughout the day.
- Use SIMS and school systems to accurately track attendance, engagement, and behaviour.
- Routinely update and monitor individualised behaviour and learning plans to reflect student progress.

Curriculum and Teaching

- Coordinate a tailored, reduced timetable focusing on core subjects.
- Collaborate with subject teachers and Heads of Department to ensure continuity of learning and access to assessments and coursework.
- Arrange for subject specialists to deliver in-person teaching within the provision where possible.
- Ensure students have appropriate access to IT resources to support learning and independent study.

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Behaviour and Pastoral Support

- Apply restorative approaches to support emotional regulation and positive behaviour change.
- Utilise nurture-based strategies to prepare students for reintegration into mainstream education.
- Identify barriers to learning and coordinate or deliver targeted interventions.
- Support students through conflict resolution and manage situations where temporary withdrawal from provision is necessary.

Reintegration and Transition

- Lead reintegration into mainstream or transitions to external PRU placements.
- Provide **1:1 reintegration support** for up to three weeks to address challenges and strengthen progress.
- Schedule review points:
 - **KS3:** After 15 sessions
 - **KS4:** After one term
 - working closely with SLT and pastoral leads to assess readiness and next steps.

Stakeholder Engagement

- Build effective relationships with external agencies including Early Help, Social Services, CAMHS, and the Police.
- Maintain consistent communication with parents/carers to provide progress updates and secure engagement in interventions.
- Attend LIFT meetings and contribute to EHCP documentation and safeguarding processes.

Resource and Space Management

- Maintain a dedicated AP space that is self-contained, with appropriate facilities and a calm, structured atmosphere.
- Coordinate student use of wider school facilities, including the Food Technology and sports areas for enrichment and life skills.

The Alternative Provision Lead may be required to undertake any other reasonable tasks as required by the Headteacher.

This job description may be reviewed and is subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the College in relation of the post holder's professional responsibilities and duties.

The post holder will be expected to carry out all duties in the context of, and in compliance with, all the College's policies and procedures.

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Person Specification:

Criteria		Essential Desirable	
Qualifications	Good general standard of education	✓	
	Hold GCSE Maths and English, or equivalent		✓
	Recent CPD in behaviour management and/or pastoral care		✓
Specific Skills, Experience and Knowledge	Understanding of safeguarding procedures and experience in multi-agency collaboration.		✓
	Proven experience supporting students with behavioural challenges and SEMH needs.	✓	
	Excellent organisational skills with the ability to maintain accurate records.	✓	
	Experience planning and/or delivering differentiated curriculum content.	✓	
	Working knowledge of restorative practices and nurture-based approaches.	✓	
	Strong interpersonal skills and effective behaviour management strategies.	✓	
Personal Qualities	Excellent record of punctuality and attendance	✓	
	Excellent written and verbal communication skills	✓	
	Ability to remain calm under pressure	✓	
	Ability to work effectively as part of a team	✓	
	Willingness to undertake relevant training to develop performance	✓	
	Supportive of the School's Catholic Ethos	✓	

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Safeguarding and Safer Recruitment

Application Process

You are welcome to contact HR at HR@ursuline.kent.sch.uk if you would like to visit the school before submitting an application.

For ease of applying, we are happy to accept applications directly from Kent Teach.

Should you be shortlisted for interview, additional information may be requested at that time.

Closing date for applications: 9am Monday 23rd June 2025

Interviews to be held on: Monday 30th June 2025

Start date: September 2025

All applicants need to have the Right to Work in the UK to be considered for this role. This vacancy may close on or before the specified closing date depending on the volume of suitable applicants. If you are unsuccessful, we will contact you accordingly.

Safer Recruitment

Ursuline College are committed to safeguarding and promoting the welfare of children and require all staff to share this commitment. Offers of employment are subject to an enhanced disclosure and barring service check. We are an equal opportunities employer.

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Ursuline College

Headteacher: Miss D Lancefield

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