

Job Title: Alternative Provision Centre Manager – Primary Provision

Location: Shrewsbury across Reach for Inclusion sites

Salary: £43,600 - £47,088 £43,600–£47,088 FTE, pro rata for 3–4 days per week, dependent on experience and skills

Hours: 3 or 4 days per week

Contract Type: Part-time, fixed term

About Us

Reach for Inclusion is a company with an aim to support young people to develop the skills they need to reach their full potential. Be that in one of our learning centres, through our outreach service or through the training we offer, we are committed to providing a supportive and tailored education for students who need additional support outside of mainstream education.

We are passionate about creating nurturing, inclusive environments where children feel safe, supported and able to succeed. Our specialist provision focuses on helping pupils re-engage with learning, develop confidence and successfully transition back into school.

Visit reachforinclusion.co.uk for further information.

Job Purpose

The Alternative Provision Centre Manager will lead the day-to-day running of a small specialist primary alternative provision centre supporting children within KS1 and KS2.

The post holder will oversee classroom provision, intervention groups and personalised support programmes for children with additional needs, including SEND and SEMH needs. They will work closely with schools, families and external professionals to ensure pupils receive appropriate support and successful transition planning.

This role requires a compassionate and reflective leader who can maintain high standards of education, wellbeing and safeguarding whilst supporting staff development and delivering positive outcomes for children.

Key Responsibilities

Support for Students:

Ensure pupils' individual needs are identified and met through high quality provision and targeted intervention support.

Lead the implementation and monitoring of individual education, behaviour, support and reintegration programmes.

Support pupils with SEND, SEMH and additional barriers to learning, ensuring their safety, wellbeing and engagement.

Oversee transition support plans for pupils returning to mainstream school settings.

Develop nurturing and positive relationships with pupils to promote confidence, resilience and independence.

Monitor attendance, behaviour, engagement and pupil progress.

Ensure annual reviews and EHCP-related processes are completed effectively and within required timescales.

Provide feedback to families, schools and professionals regarding pupil progress and outcomes.

Supporting Education and the Company:

Lead the daily operational management of the alternative provision centre.

Oversee KS1 and KS2 classroom provision and intervention groups.

Support, supervise and develop staff to ensure high quality educational practice.

Liaise effectively with schools, families, SEND teams and external professionals including educational psychologists, therapists and social care professionals.

Attend and contribute to professional meetings, annual reviews and multi-agency discussions.

Ensure safeguarding, health and safety and company policies are implemented consistently.

Ensure all pupil documentation, reports and compliance records are completed accurately and within deadlines.

Support the continued development and improvement of Reach for Inclusion services.

Work within associated policies and procedures at all times.

Growth and Development

Assess the needs of pupils and staff to continuously improve provision and outcomes.

Support the development of innovative and creative approaches to engagement and learning.

Undertake CPD where appropriate to develop self and others.

Identify strengths within teams and use them effectively to support service development.

Contribute to the strategic growth and future development of the provision.

This list of duties should not be regarded as exclusive or exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities to support the needs of the business.

Personal Specification:

The selection process may include assessments being made on the extent to which applicants meet the criteria listed in the table below:

	Essential	Desirable
Skills	Ability to work independently and lead a team.	Experience working within alternative provision.
	Well organised and disciplined.	Experience of supporting successful school reintegration.
	Excellent communication and interpersonal skills.	Understanding of trauma-informed practice.
	High levels of attention to detail.	Experience managing annual reviews and EHCP processes.

	Essential	Desirable
	Ability to develop, implement and review support plans and intervention programmes.	Knowledge of primary curriculum and intervention approaches.
	Ability to liaise effectively with professionals, families and schools.	
	Can drive and has access to a car.	
	Efficient in the use of Microsoft Office products.	
	Creative approach to supporting engagement and learning.	
Experience and Knowledge	Experience working with children with additional needs, SEND or SEMH.	Experience leading a specialist provision or education setting.
	Experience of leading or managing a team.	Experience working with multi-agency teams.
	Experience supporting pupils with behaviour and emotional needs.	Experience of quality assurance and compliance processes.
	Understanding of safeguarding and child protection procedures.	Knowledge of local authority SEND processes.
	Experience of building positive relationships with families and schools.	
Qualifications	Relevant professional qualification.	SENCo qualification.
	Qualified Teacher Status (QTS) desirable or equivalent relevant leadership experience.	Leadership qualification.
	GCSE (or equivalent) Maths and English.	
	First Aid.	
	Safeguarding Children.	

Personal Attributes	Inspiring and nurturing role model.
	Enthusiastic with the ability to motivate and support learners and staff.
	Passionate champion for children with SEND and additional needs.
	Calm, solution-focused and resilient.
	Ability to implement and work within company policies.
	Embraces and delivers change positively.
	Creative and able to find practical solutions.

Why Join Us?

- 🌟 Opportunity to shape and lead an innovative specialist provision.
- 🌟 Be part of a mission-driven team dedicated to improving outcomes for children and families.
- 🌟 Supportive and collaborative working environment.
- 🌟 Opportunities for professional development and leadership growth.
- 🌟 Competitive salary, pension scheme and wellbeing-focused culture.