



Westfield School

Alternative Curriculum Coordinator

Applicant Pack

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Chorus
Education Trust

Outstanding Achievement for All

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The vacancy

Post advert

Deadline for applications:	11.59pm on 15 July 2025
To start:	ASAP

Westfield School is looking to appoint an Alternative Curriculum Coordinator to join the current team.

This role will:

- Liaise with curriculum leads and teachers to ensure the appropriate internal curriculum is designed, planned and delivered to students accessing this provision
- Deliver 1 to 1 and small group academic sessions as well as enrichment activities and interventions in line with the alternative curriculum strategy
- Support the coordination & timetabling of internal student alternative curriculum provision
- Work directly with students who are either engaged with a full-time alternative curriculum provision or who have some alternative provision as part of a mainstream timetable

As part of the role, the successful candidate will work with a small cohort of identified students, aged 11-16, delivering elements of the Westfield School's alternative curriculum provision: the Westfield Engagement Hub. This is a time-limited intensive intervention programme designed to build students' resilience and overcome emotional and learning barriers to ensure greater success across a mainstream curriculum. The programme supports students' emotional and social wellbeing and promotes improved behaviour and social skills. The successful candidate will need to establish productive working relationships with pupils, acting as a role model and setting high expectations whilst promoting the inclusion and acceptance of all pupils within the classroom.

If you want to work in an inspiring, fully inclusive environment with students who want to succeed and alongside friendly, supportive staff, then we want to hear from you! You will join a passionate and dedicated team, a school with strong leadership, and a Trust who is committed to providing professional development and opportunities for all colleagues.

Role summary

Post title:	Alternative Curriculum Coordinator
Profile:	LD3.5
Grade:	Grade 5
Grade spinal point range:	SCP 15 - 20
Salary:	£29,093 – 31,586 (Actual pro rata £25,022 - £27,167)
Accountable SLT post:	Deputy Head - Inclusion

Line manager (if different):	Senior AC Coordinator
Staff to be supervised or line managed by post holder:	N/A
Post holder will work with:	Students and other Teaching and Support staff
Holiday and sickness relief:	By and for other Education Support Staff
Purpose of post:	To assist in the support of pupils with emotional health & wellbeing and to co-ordinate and deliver the Alternative Curriculum Provision.
Version revised:	June 2022
Contract:	37 hours/39 weeks Monday – Thursday 8.00am – 4pm Friday 8.00am -3.30pm

Job description

The post holder must at all times carry out his/her responsibilities within the spirit of the School and Trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School.

To work under the agreed systems of supervision within the school, assisting pupils, staff and stakeholders with emotional health and well-being and coordinating alternative curriculum provision for those students who require this including children who are looked after (CLAs). This will include, but not be limited to:

Emotional Health & Wellbeing

- To assist students and families in identifying mental health issues.
- With the support of the school counsellor/Social, Emotional & Mental Health Coordinator, to support individuals in developing and maintaining their well being
- To devise short and long term strategies to support students in re-engaging with learning and the structured curriculum
- To contribute to the design and implementation of mental health awareness in the curriculum in conjunction with the Inclusion Manager.
- To communicate and liaise with staff regarding students with mental health and emotional well-being concerns.
- To raise awareness of how and where support can be accessed with students, staff and families.

Alternative Curriculum Provision

- Liaise with curriculum leads and teachers to ensure the appropriate internal curriculum is designed, planned and delivered to students accessing the Provision.
- Deliver 1 to 1 and small group academic sessions up to KS4 in line with the Alternative Curriculum Provision strategy (both online and face to face).
- Utilise appropriate online learning resources to extend the curriculum beyond face to face time for students involved in the Provision.
- Coordinate & timetable internal student Alternative Curriculum Provision.
- Monitor attendance and curriculum outcomes for students accessing internal Provision and attend student review meetings where appropriate.
- Effectively manage the behaviour of vulnerable students in order to prevent exclusion and disaffection from mainstream provision within the Alternative Curriculum Provision.
- Ensure that record keeping in relation to individual casework and team activities is maintained to the required standard and statistical data is readily available for monitoring and evaluation purposes.
- Make recommendations regarding referrals for additional services and support to meet the needs of the students.
- Follow and monitor behaviour management programmes for individual students.
- Support good attendance by being involved in early interventions including daily contact with home, and other strategies in line with the attendance policy.
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and make reasonable adjustments to lessons/work plans as appropriate and to meet the needs of students.

- Implement learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Seek additional curriculum opportunities to respond to the needs of students within the agreed curriculum strategy

Support for Students

- In conjunction with other professionals, assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning as part of the plan, do, review cycle.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations whilst promoting the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Use specialist (curricular/learning) skills/training/experience to support pupils
- To act as a keyworker for individual or groups of students.

Support for Teacher/Alternative Curriculum

- Organise and manage appropriate learning environment and resources including the production of lesson plans and other relevant documentation.
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Provide objective and accurate feedback to relevant stakeholders on pupil achievement, progress and other matters.
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Supporting the role of parents and carers in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Administer, assess and invigilate relevant exams/tests.
- Prepare and support the use of learning materials, monitor and maintain curriculum resources, and create visual displays in order to ensure a positive physical learning environment

Support for the trust/school

- 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.
- Work in a flexible way to respond to the needs of the trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.

- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- Team responsibilities: all staff are considered part of the overall trust team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.
- From time to time, to meet the needs of the trust, you may be asked but not expected to work hours additional to your normal working hours. The trust will give you as much notice as possible and you will be paid/recompensed for such work. Situations where this might be required are, for example: relevant key school events such as open evenings, exam results days, trips, clubs, training etc.

Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher/Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the governing body or board of trustees and/or senior leadership team as required. Trade union representation will be welcomed in any such discussions.

Person Specification

Job Title: Alternative Curriculum Coordinator

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Experience			
Experience of working with young people who have emotional or behavioural difficulties	✓		A/I
Experience of working in a school environment with pupils of a relevant age		✓	A/I
Qualifications			
Grade 4 or above at GCSE in English, Maths and Science or comparable qualifications or experience	✓		A
Higher Education qualification (eg a degree or equivalent experience)		✓	A
Knowledge and skills			
Working knowledge of national/Key Stage curriculum and other relevant learning programmes/strategies		✓	A/I
Good inter personal skills that enable good relationships with young people and adults	✓		A/I
Can manage the behaviour of pupils in an effective manner	✓		A/I
An ability to convey authority and earn pupils respect, to treat them with respect, apply boundaries and motivate	✓		A/I
The ability to work both independently and as member of a team	✓		A/I
Ability to self-evaluate learning needs and actively seek learning opportunities	✓		A/I
Good organisation skills and efficient working practices, with the skills to contribute to the preparation and management of educational resources	✓		A/I
Effective positive and proactive communication both orally and in writing	✓		A/I
Can use ICT effectively to support Learning		✓	A/I

Personal Attributes			
Ability to build and form good relationships with students, colleagues and external agencies	✓		A/I
Confident and effective approach to working with young people	✓		A/I
Flexibility and willingness to support whole school as when required.	✓		A
Be able to work calmly under pressure	✓		A/I
To be a good role model	✓		A/I
Child Protection			
A commitment to the responsibility of safeguarding and promoting the welfare of young people	✓		A/I

Westfield School

Westfield School has a strong local reputation and has recently been oversubscribed. We are an ambitious and improving secondary school, with expanding 11-16 provision. We currently have over 1300 students and seek to provide outstanding achievement for all.

We are really proud of our school and our students. Our expanding curriculum is ambitious and enriched with our exam results improving year on year.

The environment in which we work is modern and vibrant with great facilities including generous grounds, bright classrooms with modern IT, fabulous sports facilities including astroturf and swimming pool.



In addition to trust-wide benefits for all staff, those at Westfield School also have access to:

- Supportive and friendly staff and leadership team.
- Excellent public transport links and free staff parking.
- Free access to on-site leisure facilities including swimming pool and gym.
- Opportunity to be part of the varied extracurricular offering, including Duke of Edinburgh's Award programme.
- Staff wellbeing and fitness programme, run in conjunction with Sheffield United.

You can view the school website at: www.westfield.chorustrust.org.

Chorus Education Trust

Chorus Trust is a growing trust, committed to providing every child with the best education in both primary and secondary schools across South Yorkshire and Derbyshire. We train and develop teachers, giving our children access to the very best educational thinking and practice.



Our vision is 'Outstanding Achievement for All'. We want to create a culture of success in which our children and young people can succeed. We do this through the provision of safe and supportive schools, collaborating to ensure our children benefit from a more effective spend of public money.

As part of the Chorus Trust Team, all staff have access to:



An ethos of being a **force for good**; of being part of a team that enables 'outstanding achievement for all'.



A **collaborative environment** encouraging knowledge sharing and support.



Competitive **pension schemes**: Teacher's Pension Scheme (teaching staff) and local government pension scheme (support staff).



Career progression opportunities within a growing, local trust.



Leading edge **training and development** through the South Yorkshire Teaching Hub.



Access to discounted **health schemes** through Westfield Health and Westfield Rewards Schemes.



Term-time only contract postholders have the freedom of having **school holidays** off.



Support for **flexible working** arrangements.

You can read more about Chorus Trust at www.chorustrust.org.

To apply

- Full application pack and application forms available from: www.chorustrust.org/vacancies
- Completed application forms are to be sent to: Trish Hughes at: recruitment@westfield.chorustrust.org
- Please note that CVs and council application forms will not be accepted.
- Deadline for applications: 11.59pm on 15 July 2025

Disability confident

Chorus Trust is part of the disability confident scheme. We guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.



Safeguarding

At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our safeguarding and child protection policy at www.chorustrust.org/policies.

The trust will conduct an online search of the successful candidate in line with the DfE's keeping children safe in education advice.

The successful candidate will be required to complete a Disclosure and Barring Service (DBS) check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.