

Aylsham High School (part of Aylsham Learning Federation)  
Sir Williams Lane  
Aylsham  
Norwich  
NR11 6AN  
Executive Headteacher: Mr Duncan Spalding  
Telephone: 01263 733270  
Email: [abarker@aylshamhigh.norfolk.sch.uk](mailto:abarker@aylshamhigh.norfolk.sch.uk)



## Alternative Provision Officer - Safeguarding and Inclusion

GR ref: 9028

27.5 hours per week, Monday to Friday 9.00am to 3.00pm, term time plus two weeks  
Scale E points 7 to 11, £15,859.89 to £16,959.92 actual per annum

We are looking for a reliable, organised person who is passionate about coordinating and providing education for students when they are unable to attend school full time for varying reasons.

This is a broad and interesting role and will involve working with a range of colleagues as well as students directly at school, online and within their home environments. You will coordinate and deliver this provision under the direct supervision of the Deputy Headteacher for Safeguarding and Inclusion and SEMH Officer. It is essential that applicants are able to work independently and as part of a team and maintain a very high level of confidentiality. The successful applicant will be able to work effectively in a busy school environment and will need to be empathetic, calm and emotionally resilient.

Aylsham Learning Federation support staff are part of an excellent local government pension scheme with a generous 20%+ employer contribution. All of our colleagues can benefit from discounted membership to our leisure facilities available through Aylsham Sports Hub along with reduced fees for our nursery located in Aylsham. The school has excellent staff, great facilities, and a wonderful group of students. The support that we enjoy from parents and the wider community is fantastic.

If you would like to join a successful and genuinely warm and friendly school with a tremendous community attitude, then we would love to hear from you. Further details and an application form are available on the school website [www.aylshamhigh.com](http://www.aylshamhigh.com) or by telephoning Mrs A Barker, HR Officer, on 01263 733270. Completed applications should be emailed to [abarker@aylshamhigh.norfolk.sch.uk](mailto:abarker@aylshamhigh.norfolk.sch.uk) or posted to Mrs A Barker, Aylsham High School, Sir Williams Lane, Aylsham, NR11 6AN.

**Closing date for applications: 9.00am Wednesday 15 May 2024**  
**Interview date: To be confirmed**

Aylsham Learning Federation 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 exempt from the Rehabilitation of Offenders Act and you will be required to undergo an Enhanced DBS check or Enhanced DBS check with barred list. If you have information to declare it may be protected under the Exceptions Orders and you may not be required to declare it. You will be asked to make a criminal conviction declaration if you are shortlisted for the post. [Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.](#)

References will be requested for all shortlisted applicants.