

 **INFORMATION FOR APPLICANTS**

 **Governance Professional**

Thank you for your interest in the post of Governance Professional.  This post is available to start as soon as possible and will be the appointed Governance Professional to the Trust Board.

This post will provide administrative support and guidance to the Trustees and will act as the point of contact for queries relating to governance within the Trust.

The successful candidate will be an efficient, self-motivated and highly organised person with a professional outlook. The post holder will also be flexible to vary their working pattern to suit the requirements of the committee meetings (no more than 20 meetings per school year), these will be within term time. A schedule of the meetings for this academic year are attached.

This post will be based at the Central Trust Offices in Sutton.

Background to Alternative Learning Trust

The Alternative Learning Trust became a multi-academy trust (MAT company number 11788031) in June 2019. There are now five schools within the Trust, The Limes College, Estuary Academy North (previously known as NWKAPS), Estuary Academy Island, Will Adams Academy, Nore Academy and Saffron Valley Collegiate. The Department for Education would like Alternative Learning Trust to consider other alternative providers.

The Trust has been established to work with Pupil Referral Units (PRUs) and alternative providers who support vulnerable students to access and engage with education. Many of our students have special educational needs and have been excluded from mainstream education.

As a Trust we have the following core set of values for our staff and the families we support:

* the need for people to flourish in all areas of their lives;
* we are stronger through a sense of community;
* social justice is vital.

The Sutton West Centre is the registered address for the Trust from where the Executive Team operate.

Background to Estuary Academy North

Estuary Academy North is located in Gravesend, Kent and has been on a considerable and fast-paced journey since the last Ofsted inspection, making exciting and positive strides forward.  We have an amazing team who are focused on providing the best outcomes for our students, promoting positive behaviour for learning and creating a high quality teaching environment.

Ofsted say that, ‘For many pupils, their time at North West Kent Alternative Provision Service (NWKAPS) is transformational.’ We strongly believe in this moral purpose and seek to continue to grow the exceptional team working to achieve this. With the right facilities and a well renowned SEND department, now is the time to come and work with us.

Once employed you will be given excellent support and training as we want to upskill the right candidate to ensure we have an excellent support team for our young people.

Background to Will Adams Academy

Will Adams Academy is a Pupil Referral Unit located in Gillingham, Medway that welcomes students in Years 10 and 11 who have been permanently excluded or who are at risk of permanent exclusion.

We are a UNICEF Rights Respecting School- Gold Award (the first PRU in the South East to achieve this) and an Inclusive Quality Mark Centre of Excellence. Inclusion and the Rights of the Child are at the centre of everything that we do.

We offer our students a bespoke educational experience within a supportive and nurturing environment. We focus on providing each individual child with a curriculum that builds on their previous learning and develops their skills and experiences.

Background to The Limes College

The Limes College is a Pupil Referral Unit (PRU) which offers alternative education provision outside of a traditional schooling environment to key stages 1 to 4; it accepts students from mainstream schools in Sutton with educational and behavioural needs. The current roll of students consists of those who have been permanently excluded or those at risk of exclusion. Many students are with us for only a short time while some will remain on roll for their entire GCSE courses.

At the heart of the College is raising **achievement** through **respect**, **belonging** and students forming **positive relationships** with each other, parents, staff and the wider community. Through these relationships we address students’ barriers to learning.

The Limes Primary is run on a nurture group based approach. There is a commitment to nurturing principles and a focus on using attachment theory; an area of psychology which explains the need for any person to be able to form secure and happy relationships with others in the formative years of their lives. The Limes Primary is a bridge between school and home; it is intended to be a welcoming and relaxing environment. Although academic progress is an important part of nurturing, emphasis is also put on emotional and social development, with plenty of opportunity for broader learning provided by the staff in the course of the day.

Some students at The Limes College have a range of needs. Additional support is provided through a strong pastoral team which includes tutors and Family Outreach Workers in order to engage them back into mainstream education.

Background to Saffron Valley Collegiate

Saffron Valley Collegiate consists of four provisions across Croydon, offering alternative education provision for pupils who are unable to sustain a place at mainstream school due to educational and/or behavioural needs as well as medical needs, including Emotional Based School Avoiders (EBSA).

We seek to provide a personalised educational experience that identifies and responds to the circumstances and needs of each individual child or young person.  In doing so, it enables them to progress academically and become successful learners through their re-engagement in education.

We receive pupils who have been permanently excluded but also work with mainstream schools to provide support for pupils who are nearing exclusion.  We work through a 12-week intervention programme drawing on support from our Taskforce team who provide holistic support to our young people.  This includes mental health, speech and language therapy, educational psychology, family support and youth work.  Pupils return to mainstream with a support plan to be able to successfully sustain their place at school.

Background to Estuary Academy Island

Estuary Academy Island initially opened in the Isle of Sheppey in September 2024 to provide education for up to 115 students. It offers a broad and balanced learning journey for students in Years 7 – 11 with a broad range of vocational qualifications available as well as traditional GCSEs in core subjects. Our aim is to provide pathways which lead to exciting onward opportunities in education or workplaces.

Background to Nore Academy

Nore Academy, based on the same site as Estuary Academy Island, opened its doors early in 2025 catering for young people aged 11-16 with a primary need of SEMH and other related areas of SEN such as ASC and communication difficulties. The first phase of opening saw approximately 48 pupils join across KS3 and 4, this has now increased to 72 effective September 2025, many of whom may have been out of school for some time and desperately need support from ambitious, driven teaching and support staff who care deeply about pupils’ emotional as well as academic development.

Hours of work

Preferred working hours are 36 per week, based around the pattern shown below; however, flexibility may be considered for the right candidate (minimum of 32 hours per week, worked over 5 days).

* Monday - Thursday 8:30am to 4:30pm;
* Friday 8:30am to 3:00pm.

These hours will vary on some weeks where attendance at some early evening meetings will be required. All meetings take place within term time.

These hours also include a 30-minute unpaid lunch break each day.

The post will be working term time plus five INSET training days plus an additional five days to be worked in the school holidays by negotiation with your line manager.

Salary

The successful applicant will be placed on NJC Grade SO2 (points 26 - 28) £40,182 - £42,060 if the post were full time. Working 36 hours per week, term time, the actual salary will be in the range £35,954 to £37,634. These hours will be worked on a flexible basis. Salaries are paid on the 24th of each month.

Checks

We will conduct online searches on shortlisted candidates for information that is publicly available.

This appointment is subject to the following checks:

* Evidence of your entitlement to work in the UK
* Receipt of two references deemed satisfactory by the employer
* Receipt of a satisfactory enhanced level Disclosure and Barring Service (DBS) check (which will include a check of the Children’s Barred List)
* Satisfactory evidence of your medical fitness to perform the role
* Verification of qualifications listed in the person specification
* Verification that you are not subject to a Section 128 direction by the Secretary of State (if applicable to the role)

Further questions

If you have any further questions or would like to visit, please contact us on 020 8652 1170 or via email at: HR@alternativelearningtrust.org.

Closing date

The closing date is on Sunday 2 November 2025

Interviews are scheduled for Week Commencing 10 November 2025