

Alderwood School



Head of School Information Pack



Our aims

- To provide an inspirational education of the highest quality for all our pupils.
- To promote British Values, encouraging tolerance and understanding of other cultures.
- To develop confident, pro-active and resilient learners who are ready and willing to take on new challenges.
- To foster a successful partnership with parents and carers, working together for the benefit of all our pupils and the local community.
- To safeguard and promote the health and welfare of each pupil, providing a safe and inclusive learning environment.
- To encourage self-belief in each pupil so that they are determined and motivated to succeed within and beyond the school community.

Key Dates:

Closing Date:

Thursday 6th February 2025

Interview Dates:

W/C February 10th 2025

Contact Details:

Alderwood School (senior site)

Tongham Road

Aldershot Hampshire

GU12 4AS

Tel: 01252 343723

www.alderwood.hants.sch.uk

PA to Executive Headteacher:

Gemma Yates

g.yates@alderwood.hants.sch.uk

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January 2025

Dear Candidate

Thank you for expressing an interest in the Head of School role at Alderwood Senior School. As the previous postholder, I can say with confidence that this is a great opportunity for the right person. I have recently been appointed as the Executive Headteacher and want to work closely with the new Head of School to develop our school even further. Although this post is based at our senior site, as an all-through school we are always looking to further develop our cross-phase work and the successful applicant will have plenty of opportunity to work with our primary teams and colleagues.

The appointment of our new Head of School brings opportunities to be part of the team working to ensure our exciting vision becomes a reality. The current leadership team is summarised in the pack and we have deliberately proposed a role which will appeal to a wide range of candidates; we will aim to find the right person for our school and then adjust the responsibilities accordingly. However, we are particularly interested in hearing from individuals who can demonstrate clear impact in improving pupil attainment and progress. We are mindful that candidates will be looking to Headship in the future, therefore this role will include the strategic leadership of several areas of school development alongside daily operational responsibilities on the senior site. Therefore, regardless of your particular current strengths in school leadership, if you are an enthusiastic and experienced leader who wants to make a difference to the lives of young people, we hope that you will make Alderwood School the next step of your career.

Alderwood 4-16 School was established in April 2017, following the amalgamation of Belle Vue Infant, Newport Junior and The Connaught Schools. The school has seen many exciting developments as a result of the amalgamation. We have worked hard to develop a strong and relevant 4-16 curriculum to ensure that pupils can make excellent progress from the day they start in YR until they take their final exams in Y11. We provide opportunities for cross-phase planning and liaison to ensure there are no gaps, and that our pupils experience a challenging Key Stage 3 curriculum which builds on all their prior learning. We also have excellent relationships with our feeder primary schools in Aldershot, who have all participated in our 4-16 curriculum development work. Our overarching vision is to inspire all pupils to be the best that they can be and we passionately believe that a challenging and engaging curriculum lies at the heart of this.

We were inspected by Ofsted, in October 2024. The final report reflects some very significant strengths of the school. This is a testimony to the inclusivity of the school, the dedication and commitment of the staff, and to our ambitions for the future. Frustratingly for us, the inspection occurred before the publication of validated outcomes in 2024 which have shown our Progress 8 score to be amongst the most improved in the country, while still leaving plenty of scope for further improvement. We very much view this Head of School role as one that will contribute significantly towards our ambition for 'excellence' and to ensuring we become 'outstanding' in all areas in the future.

We hope that after reading this pack you will be excited about becoming part of Alderwood School and playing a pivotal role in our journey. This is a wonderful opportunity to bring your vision for education and make it a reality in a supportive environment. If you have any further questions, then do not hesitate to contact me using the contact details below. We would welcome any visits to the school – please contact Gemma Yates to arrange this and we will arrange a tour. I look forward to reading your application, which needs to be at the school by 16.00 on Thursday 6th February.

Yours sincerely

Andy Titheridge
Executive Headteacher
email: a.titheridge@alderwood.hants.sch.uk
Tel: 01252 343723

Message from the Chair of Governors:

On behalf of the whole Governing Body, may I take this opportunity to thank you for your interest in the role advertised. I firmly believe that Alderwood School offers a unique and fantastic setting to carry on with your career development with plenty of opportunity across all 3 sites. As Head of School of our Senior Site, this role is crucial in helping us progress further on our objectives as a school and ensuring our pupils receive an enriched curriculum where they feel safe, encouraged and given the opportunity to be 'The Best They Can Be'.

James Scarlett
Chair of Governors



Andy Titheridge
Executive Headteacher



James Scarlett
Chair of Governors





Alderwood School

Tongham Road, Aldershot
Hampshire, GU12 4AS
Executive Headteacher: Andy Titheridge

Head of School (senior site)

Salary: L22-L26

Start date: 22.04.2025

Alderwood School are seeking to appoint an enthusiastic, charismatic leader to work in partnership with the Executive Headteacher to motivate, support and lead a fantastic team of children, staff and families.

A commitment to sustaining and improving upon our recent OFSTED report and progress of all pupils is essential.

The ideal candidate will:

- Have proven leadership experience with a track record of positively impacting on pupil progress, raising attainment and developing excellence
- Be a robust and resilient leader, committed to going above and beyond to ensure rapid school improvement in a challenging environment
- Be able to demonstrate the impact of their leadership experience in more than one setting or role
- Be able to challenge and motivate others to achieve outstanding practice
- Demonstrate excellent behaviour management strategies to motivate, reward and encourage pupils to reach their full potential and assist pupils in breaking down barriers inside and outside of education
- Be committed to working with pupils, parents and staff to raise standards
- Understand how children learn best and never give up on them
- Have experience of effective coaching, mentoring and working alongside others to share good practice
- Have the drive to make a real difference to the lives of pupils in an area of disadvantage
- Be able to work effectively as part of a forward-thinking senior leadership team and across the whole school 4-16 leadership team
- Believe that a knowledge-led curriculum is essential for deep learning and levelling the playing field for all
- Have a deep understanding of the secondary curriculum

Alderwood School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

For an application form please visit our website www.alderwood.hants.sch.uk. If you would like any further information prior to submitting an application or would like to visit the school prior to submitting an application, please contact Miss G Yates, PA, g.yates@alderwood.hants.sch.uk.

Closing date: Thursday 6th February 2025, 4pm

Interviews: Week beginning Monday 10th February.

Context

The Town of Aldershot

Alderwood School is located approximately 1.5 miles south east of Aldershot town centre. Aldershot is in the Rushmoor district of Hampshire, and is known as the 'Home of the British Army'. It is close to several motorways and major roads, including the M3, A3 and M25, which provide easy connections to London and the South Coast. The town centre has recently undergone a transformational regeneration, with the creation of the West Gate Leisure Park, which includes a cinema, supermarket, bars and restaurants. The Aldershot Urban Extension development is well under way just outside the town centre, with the creation of around 4,000 new homes.

The school is within striking distance of several large cities – London is less than an hour away by train, while the city of Guildford is a fifteen-minute drive away. There is car parking on site. Use GU12 4AS on your sat nav.

Alderwood School

Alderwood School is a 4-16 all-through school, based on 3 separate sites – infant,

junior and senior. The sites are around 0.5 miles apart but this has not proved to be a barrier to cross-phase work for staff and shared learning opportunities for pupils. The school serves the whole of Aldershot, with some pupils coming from further afield. With strong pupil outcomes at the infant and junior sites, the focus recently has been on raising standards at the senior site. We have seen some success with this, particularly in 2024, although there is still work to be done. The school aspires to excellence with an unambiguous approach to discipline and clear policies on uniform. The ethos has been developed to ensure that there is success for every individual, that pupils take increasing responsibilities within the school, for themselves and for others, and that the school looks outwards to develop links with the wider community.

There is considerable community activity on and off the site; the site is open from 7am - 10pm weekdays and 9am - 4.00pm at weekends. Alderwood Leisure (based on the senior school site and managed by the school) is a well-used community facility.



Facilities - All classrooms are well equipped with either a projector or interactive white board and a laptop for staff to use.

There has been considerable work in recent years to update and improve the facilities. There is a modern sports hall, floodlit all weather pitch, a gymnasium, tennis courts, dance studio and playing fields, with newly refurbished changing rooms. There is a tradition of sporting achievement at the school and a full programme of extra-curricular activities and fixtures. As the school has become more successful, its popularity has grown and to cope with the expansion of pupil numbers, £13 million is being spent on a new Science and Technology block, scheduled to be completed later this year.

Our successful Performing Arts block consists of two music rooms and a drama studio. Theatrical

productions and concerts take place in the school hall. In the last few years, productions have included Hairspray and Legally Blonde.

There is a well-resourced library, as well as dedicated ICT suites. There are up-to-date facilities for the teaching of the arts, humanities, science, mathematics and modern languages, and curriculum areas have their own suites of rooms. Our newly refurbished Orion Block houses 2 brand new Food and Nutrition rooms, 2 Computing rooms and our Learning Resource Base.

Pupil Intake - The intake at the senior site varies annually but is generally around average prior attainment. Our Pupil Admission Number for each year group has increased to 200 and will rise to 230. Numbers on roll have increased significantly over the last 3 years and the NoR is 890 on the senior site

(1517 in total across the 4-16 school). Around 30% of pupils receive free school meals, and 9% are from service families. There is a strong special needs department which provides support for the 24% of pupils who have identified SEN. Around 27% of pupils have English as an Additional Language (EAL). The school is able to offer a broad range of subjects to match student need. Many pupils enter further education and pupils are also prepared for the world of work through our extensive careers guidance programme.

Student Support - Pupils are placed in mixed tutor groups. The supporting role of tutors is important and they are central to our academic mentoring programme. The PSHE programme is delivered by a team throughout the school and they are supported by tutors during tutor time. It is intended that tutors remain with their group throughout their time in school and we pride ourselves on the strong working relationships developed here.

The oversight of the care of pupils is the responsibility of the Year Leaders supported by the Senior Leadership Team. The school maintains close liaison with educational welfare services and parents to ensure as much co-operation and support as possible.

Extra-Curricular Activities - The school extends beyond the normal curriculum by means of clubs and activities, sporting and cultural. As well as providing opportunities for enjoyable and worthwhile experiences, the extra-curricular dimension helps to cement the good pupil/teacher relationships which are the cornerstones of the success of the school. Many pupils and staff participate but this is always an area to be extended and developed and new staff should consider how they would enhance this.

Local Links - We are committed to working collaboratively with our partner schools within Aldershot and across Rushmoor to share expertise.

There is an ongoing programme of curriculum development with our feeder primary schools. With exciting and innovative teaching in these areas standards are being driven up still further.

Continuing Professional Development - We are proud to offer all members of staff a full CPD programme. At whatever stage of your career, we can provide you with the experience and training in order for you to be fully successful in your role. Our Performance Management policy ensures all staff are well trained and rewarded for their hard work and professionalism.

Ofsted 2024 - Please take the time to read through our most recent Ofsted report. There is significant recognition of our strengths in the final report. You will read that at Alderwood "Pupils enjoy coming to school and that "there is a strong sense of community here". Specifically, the senior site has developed "a calm and purposeful learning environment". As the report acknowledges, there is further improvement work necessary at the senior site to ensure that over time, pupils know and remember more, leading to improved outcomes at GCSE.

We are a school that promotes leadership at all levels, including governance, and this is certainly reflected within the report. We would urge all candidates to read the report which can be found on the school's website.

Whilst we recognise that every child matters, every member of staff matters too! We pride ourselves on providing the very best induction programme followed by targeted CPD. We seek creative solutions to ensure that ambitious colleagues are able to progress in their careers whilst remaining at Alderwood. The school sets out to teach pupils in a well-ordered and disciplined environment, and aims to give every pupil a sense of excellence, purpose and achievement.



Teachers are expected to have:

- a thorough knowledge of their subject;
- the ability to communicate their knowledge and enthusiasm effectively;
- an understanding of the necessity, as well as the skills, to motivate pupils of all abilities and backgrounds; and
- a commitment to the educational, social and moral development of pupils.

In our school we are committed to securing genuine equality of opportunity, whether required by law or not, in all aspects of our activities as an employer and service provider. This commitment is based on our belief in the broad principles of social justice and our aim is to provide services and employment on a fair and equitable basis.

Our staff are encouraged to demonstrate their commitment to equality by taking active steps to eliminate discrimination, promote equality of opportunity and promote good race relations.



Alderwood Performance Indicators

KEY FACTS AND STATISTICS		
Type of school	Community School	
Age range	4 -16	
Co-educational	Yes	
Number of pupils	1517 (890 on senior site)	
Number of teaching staff	76.7 FTE (44.5 on senior site)	
Number of support staff	68.3 FTE (29.9 on senior site)	
Budget 2023/2024	£9,000,000	
Attendance	94%	
% of children in receipt of Free School Meals	30%	
% of children with SEND	24%	
% of children with English as a second language	27%	
% of children from service families	9%	
	2023 Results	2024 Results
	ALL Pupils	ALL Pupils
Progress 8 Score	-1.05	-0.59
Attainment 8 Score	38.4	39.5
% achieving grade 4+ English and Maths	52%	51%
% achieving grade 5+ English and Maths	31%	34%
Ebacc Average Point Score	3.38	3.43



Job Description

Position: Head of School – Senior school

Responsible to: Executive Headteacher

Professional Duties

- Day to day running of the senior school.
- Advising and co-operating with the Executive Headteacher (EHT) and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.
- Keeping under review all assessment and record keeping.
- Responsible for the organisation of staff meetings and being prepared to lead INSET for staff.
- Responsible for curriculum organisation and development, ensuring 4-16 curriculum vision is at the centre.
- Monitoring and reviewing standards of teaching and learning alongside EHT
- Pro-actively assisting the EHT in promoting the whole school ethos and high expectations.
- Supporting and assisting the EHT in the process of school self-evaluation.
- Modelling good classroom practice for staff and leading on improving teaching and learning.
- Taking the lead on safeguarding.
- Responsible for CPD and staff induction, including NQTs.
- Home-school partnership, including newsletters.
- Liaising closely with infant and junior sites to ensure whole school vision is promoted.

In each case having regard to the policies of the school and the National Curriculum.

Other Activities

- Promoting the general progress and wellbeing of all pupils in the school.
- Providing guidance and advice to pupils on educational and social matters.
- Communicating and consulting with the parents/guardians of pupils.
- Communicating and co-operating with external agencies.
- Participating in meetings arranged for any of the above.

Assessments and Reporting

- Using data analysis and Assessment for Learning to improve outcomes for pupils.
- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- Maintaining adequate records as required by LA and EHT about the children in the school.

Performance Management

- Participating in arrangements made for performance management, according to the line management structure.
- Participating in arrangements for your further training and professional development.
- Acting as a reviewer in the Performance Management programme.

Discipline

- Leading on promoting good order and discipline among the pupils and safeguarding their health, safety and welfare, both when they are on school premises and when they are engaged in authorised activities elsewhere.
- Sharing corporate responsibility for the wellbeing and discipline of all pupils.

Staff Meetings

- Participating in and leading meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

Leadership

- Inspiring confidence in all staff.
- Leading curriculum organisation and development.
- Providing pastoral support and leadership throughout the school.
- Playing an active role in the school's PTA.
- Playing a key role in the cycle of School Improvement Planning and self-evaluation.
- Formulating aims and objectives of the school in partnership with the EHT and HoS (primary) through regular meetings.
- Working with colleagues to promote the shared strategic vision for the school which motivates pupils and staff.
- Contributing to on-going development through keeping abreast of whole school issues, advising the EHT and offering support in all aspects of control, discipline and management.
- Contributing to the development of the whole 4-16 school through regular strategic meetings with the EHT and HoS (primary)
- Demonstrating the confidence and ability to make management and organisational decisions, which reflect the values and the shared strategic vision of the whole school.

Key Management Responsibilities

Strategic Purposes	<p>Provide leadership, management and motivation to the Student Support Team, to secure high quality student support, behaviour, attendance, safeguarding and tutorship</p> <p>Leadership of the Professional Development of staff, Teaching and learning and Safeguarding</p>
Key Responsibilities & Management Tasks	<p>The day-to-day management and organisation of the school / daily procedures.</p> <p>Contribute to School Improvement Plan and SEF.</p> <p>Curriculum development and delivery. Curriculum resources.</p> <p>Leadership and enhancement of the school culture as a 'Learning Community'.</p> <p>Teaching and learning policies and procedures, quality of teaching and learning, professional development of teaching staff.</p> <p>Induction and line management of teaching staff, including NQTs.</p> <p>Oversee examinations and assessment. Assessment for learning, analysis of pupil performance and action to improve performance.</p> <p>Principal Designated Safeguarding Lead (DSL).</p> <p>Safeguarding, to include whole school strategy on tackling extremism and radicalisation.</p> <p>Child protection policies and procedures. Staff training on all aspects of Child Protection</p> <p>Relationships with parents, parents' consultations, reporting to parents, home-school partnership.</p> <p>Oversee behaviour policies and procedures, exclusions, alternative arrangements for pupils.</p> <p>Oversee transition arrangements for Y7.</p> <p>Day to day monitoring of pupil attendance and punctuality.</p>
Line Management	<p>A number of academic departments.</p> <p>Assistant Headteacher(s) – roles to be confirmed.</p>
Policy Responsibility	<p>Teaching and Learning</p> <p>Anti-drugs</p> <p>Fire Safety and procedures / Lockdown procedures</p> <p>Child Protection</p> <p>Safeguarding</p> <p>Marking, feedback and assessment</p> <p>Behaviour</p> <p>Anti-bullying</p> <p>All curriculum policies</p>
Key Performance Indicators	<p>Alderwood School to be judged to be at least good in the next Ofsted inspection.</p> <p>Pupil attendance to be in line with, or above national averages.</p> <p>A8 and P8 scores to maintain positive upward trend</p>

<p>Meetings</p>	<p>Staff / INSET SLT / WSLT HoS meetings Full Governing Body and selected governor committees HoD meetings Progress Review / RAP meetings</p>
<p>Event Attendance</p>	<p>Open Evening / Morning Presentation Evening Prospective parent tours Parents' Evenings School Productions / concerts Induction Evenings Year 9 Pathways Evening</p>
<p>Duties</p>	<p>All Day Duty</p>

Person Specification

Qualifications

- Qualified teacher status, degree level qualification or equivalent
- Further relevant professional/academic study and evidence of ongoing CPD and therefore demonstrates a deep knowledge of current research in education
- At least three years of proven strong, successful senior leadership and management experience in a secondary school

Qualities and knowledge – show evidence of:

- Holding and articulating clear and inspiring vision, values and moral purpose, demonstrating optimistic personal behaviour (including a good sense of humour), and positive relationships and attitudes.
- Demonstrating a strategic leadership style that is characterised by integrity, creativity, resilience and clarity.
- Understanding how to empower all pupils and staff to excel.
- Implementing, managing and evaluating change in a collaborative way, with team work in centre-stage.
- Implementing a curriculum that is fit for purpose and relevant to the pupils of the school.
- Demonstrating a broad understanding of the curriculum and assessment requirements at the primary phase.

Pupils and staff – show evidence of:

- Raising standards that have impacted positively on pupil attainment and teaching and learning.
- Significant experience in evaluating and using data to plan and improve pupil performance.
- A clear understanding of what makes good and outstanding teaching through a deep understanding of how pupils learn, and the ability to develop a culture where striving for outstanding teaching and learning is central to the school's work.
- A commitment to valuing, supporting and encouraging the professional development of all staff members.
- A commitment to working closely with the primary phase to ensure continuity and progression.

Systems and processes – show evidence of:

- An understanding of how to create whole-community accountability systems and implement them with the support of the leadership team to combine data from a range of sources in order to maximise the achievement of pupils.
- Strong financial planning and management skills, with experience of making effective use of resources including Pupil Premium evidence and research in order to make sound judgements against set criteria.
- A clear understanding of and commitment to promoting and safeguarding the welfare of pupils.

The self-improving school – show evidence of:

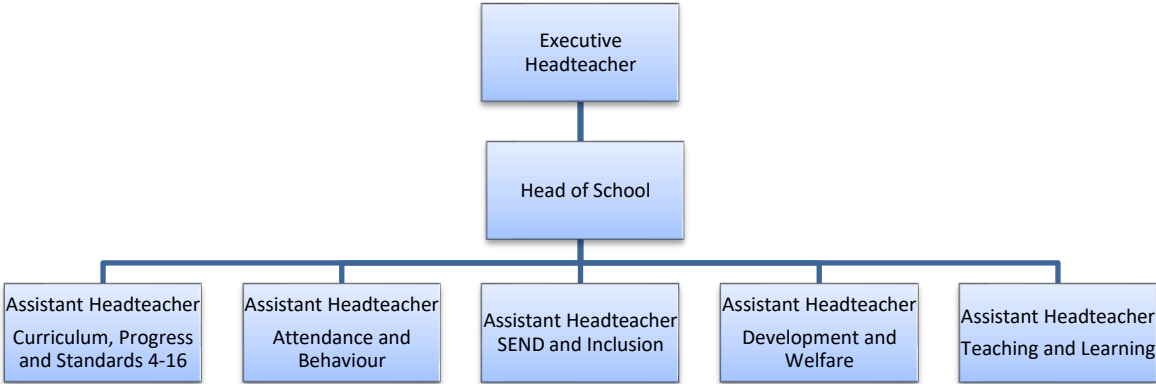
- Building and nurturing a strong, positive and collaborative team culture that enables all staff to carry out their respective roles to the highest standard and for all staff to work effectively together to deliver school improvement.
- A commitment to building and maintaining effective and positive relationships with parents, carers, trustees, the wider community and other schools.
- Inspiring and influencing others, within and beyond the school, to believe in the fundamental importance and value of education in young people's lives.
- Excellent communication skills and proven ability to listen to, understand and work effectively with all children, staff, trustees and parents.
- The ability to foster an open, transparent and equitable culture and deal effectively with difficult conversations and conflict at every level.

Commitment

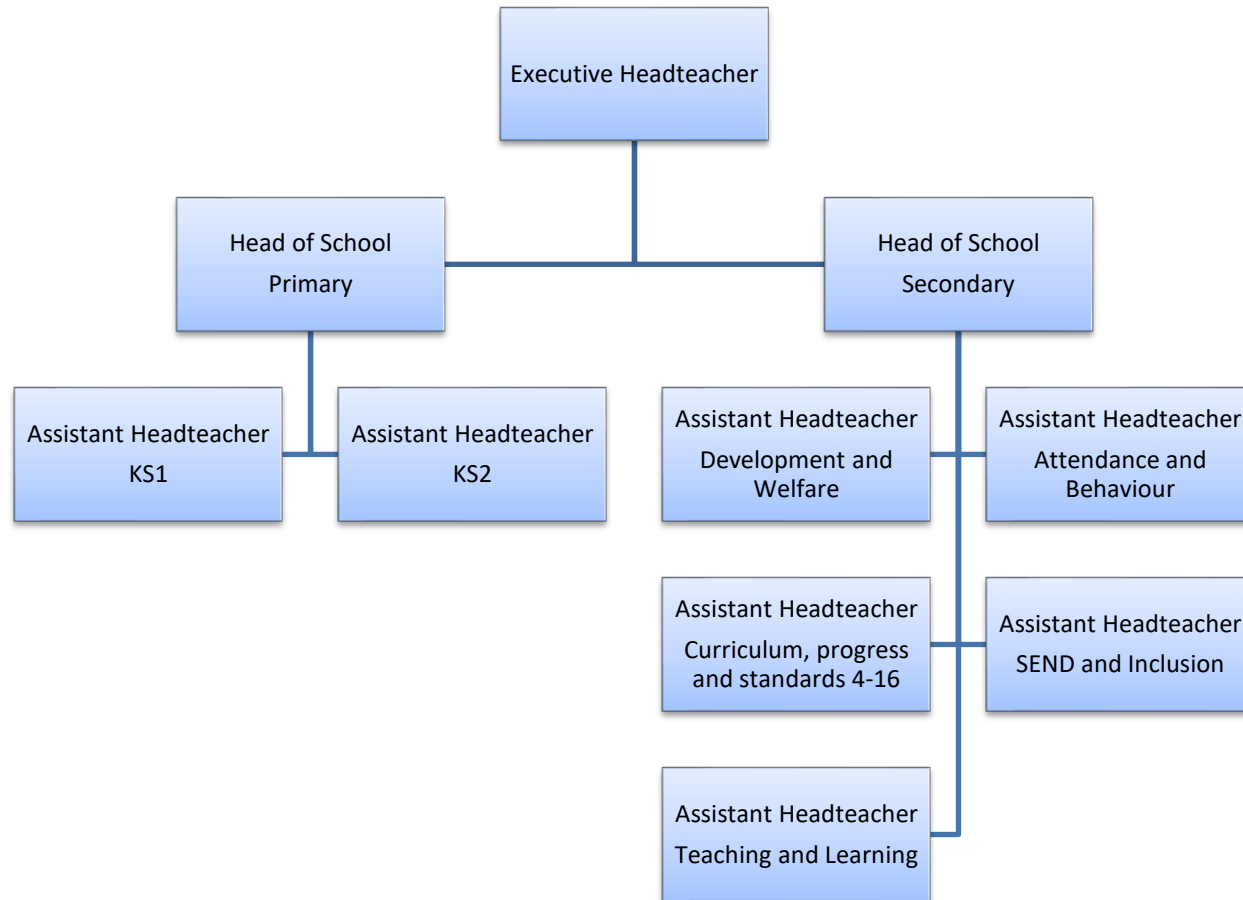
Demonstrate a commitment and take action in the following areas to ensure the school meets all of its legal responsibilities:

- a. Equalities and the Equality Act 2010 and other relevant legislation/guidance
- b. Promoting the school's vision and ethos
- c. High ethical standards
- d. Relating positively to and showing respect for all members of the school and wider community
- e. Ongoing relevant professional self-development
- f. Safeguarding and child protection

Senior Leadership Team (SLT – senior site) 2024-2025



Wider Senior Leadership Team (WSLT 4-16)



Dress and Appearance Code

Teaching is a professional vocation. A staff dress code should reflect this and it is important that staff at Alderwood School project a professional image to children, parents and other stakeholders. Our dress code reflects the high expectations that we have in terms of teaching and learning, behaviour and of children's appearance and uniform. It is recognised that staff within the school perform a variety of different roles and our dress code takes this into account.

Rationale:

- The respect a member of staff deserves must be reflected in their appearance and professionalism.
- All staff must dress in a manner which reflects this professionalism.
- All staff are models for the learners in the school, therefore they have a responsibility to model appropriate dress and appearance.
- The image that we project as professionals is associated with how we present ourselves; the image of the school in the community is related to how all adults in the school dress. It is therefore important to dress appropriately when acting in a professional capacity and with due regard to any conclusions parents/visitors may draw from your appearance.

General Principles

Governors require this Dress Code to be maintained by all staff, including teachers, support staff and students on placements to reflect the highly professional nature of our schools.

This Code links to the schools' Staff Code of Conduct and Teachers' Standards (DfE).

Whilst an individual's dress and appearance is a matter of personal choice, staff should ensure that they dress professionally, appropriately, decently and safely for a school environment and for the role they undertake, as well as setting a good example to both pupils and visitors.

Staff should have particular regard to the health and safety risks involved with certain lessons i.e. physical education/food technology and the need to dress appropriately and safely when undertaking these activities, such as wearing appropriate footwear, removing jewellery etc.

The school recognises that diversity of culture and religion within a school's staff affects dress and uniform requirements. However, priority will be given to health and safety, security and other similar considerations of other staff, pupils and the school.

Information for all staff

The standard of dress required at the school is exemplified as follows:

Clothing:

- Clothing must be professional attire, not casual wear.
- Male staff must wear a shirt & tie.
- Skirts and dresses should not be too short and they must be smart.
- If trousers are worn, they should be full length, or tailored trousers which are ankle length. No shorts.
- No jeans or jeans style trousers. No denim.
- No leggings.
- Shirts, blouses, knitwear and other smart tops may be worn, but these should not be strappy, transparent, low cut or revealing.
- Shoes/ boots should be of a smart professional style. No flip-flops, Crocs, Ugg boots or similar.
- Staff who have PE lessons in the morning may come in to school wearing their PE clothing. If these staff teach another subject during the day (eg Maths) and are practically able to change into more formal attire they should do so. Staff must remove all jewellery when taking a PE lesson and ensure that it is left in a secure place.
- On certain occasions e.g. open evenings, staff are expected to dress formally.

Hair

Hair should be neat and tidy. No extreme hairstyles / colours.

Jewellery

Normal jewellery is acceptable. Nose studs / numerous ear/ facial piercings would not be in keeping with the professional standards of this school

Tattoos

Tattoos should not be visible as this would not be in keeping with the professional standards of this school.

Application Information

Safer Recruitment – Alderwood School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks.

Data Protection - Data Protection Act 1998. You should be aware that the information you have provided will be stored on the Alderwood School secure database and will only be used to process your application. It will not be passed to any other organisation

Privacy notice - The School collects information about you in order to provide you with recruitment and employment services. We will use the information for the recruitment and selection process and, if successful, to activate employment with the School.

The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for the school to comply with a legal obligation.

The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.

You have some legal rights in respect of the personal information we collect from you. Please see the School website for further details on their privacy notice and data protection policy.

You can contact the School's Data Protection Officer if you have a concern about the way they collect or use your data.

Applicants should complete the Hampshire County Council application form which can be found on the school website. The written section should include evidence as to how they fulfil our expectations of the Head of School's role and person profile, alongside how their actions have made a difference to the lives of young people (both academically and socially) in their current role.

Candidates should return the application form by email to the Headteacher's PA, Gemma Yates: g.yates@alderwood.hants.sch.uk so it is received no later than 16.00 on Thursday 6th February 2025.

Receipt of Application - Applications are acknowledged (by email whenever possible) within three working days of receipt. If you do not receive an acknowledgement within this time, please contact the Gemma Yates immediately on g.yates@alderwood.hants.sch.uk

Selection Procedure - The shortlist will be drawn up soon after the deadline. Further details will be sent to those candidates called for interview. Failure to send your application form to the above address within the required timescales may invalidate your application.

Equality Monitoring - All applicants will be required to complete an Equality Monitoring form.