

Candidate Information Pack

Deputy Head Teacher - Pastoral



Closing date - 22nd April 2021

Start date - September 2021



A Message from the Head Teacher

I am delighted that you are considering this current post at Alderman Knight School as the next step in your educational career.

I feel incredibly privileged to be Head Teacher of Alderman Knight School, a post I have held since September 2006. Alderman Knight is a remarkable school with a very strong school community.

Working together we have achieved Outstanding judgements in our last three Ofsted inspections, the last of these being in January 2019.

Alderman Knight is a maintained special school for children and young people with a range of needs, aged 7 to 19 that means they have been unable to thrive in a mainstream setting. During the last 10 years the school has undergone a complete new build for all phases. The final phase of our school building will be complete by September 2021. This will enable the school to accommodate up to 220 pupils and students with 100 support and teaching staff.

The school is for children and young people whose primary needs have been identified as:

- Communication and Interaction, and
- Cognition and Learning

They may also have associated complex learning needs and this results in a wide attainment range. In Key Stage 2 pupils are generally working within the higher P levels and KS1 age related expectations. However, across the secondary phase attainment can reach KS3 age related expectations and at KS4 pupils achieve a wide range of accreditations including Entry

Levels, Level 1 and Level 2 qualifications and GCSEs. In KS5, students have the opportunity to study at a higher level and extend the range of accreditations they have in preparation for colleges courses, apprenticeships of employment. Some students in KS5 have the opportunity to study Level 3 qualifications through attending classes at Tewkesbury Secondary school.

We have included in this information pack the school's operational brief, as this provides more detail and clearly highlights the aim and purpose of the school and the range of children whose needs can be met within our setting. However, the school website also provides a wealth of information about the school including the Post 16 provision and I would recommend you review this to get a better flavor of the school and what we aim to provide.

Everyone at Alderman Knight works exceptionally hard as we are all committed to ensure the provision offered gives our young people an enriched and extended curriculum, tailored to their individual needs. Each of our pupils and students are supported to achieve their learning potential as well as develop their self-esteem and confidence. The environment we have created allows them to feel safe and happy to learn, and as a result they flourish.

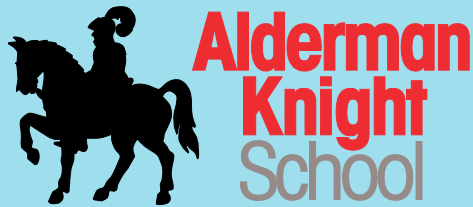
Alderman Knight School is a very special place to work. If you feel you would like to be part of our team and could bring additional and different expertise as well as passion, enthusiasm and a desire to make a real difference to our community, we would welcome your application.

Best wishes

Clare Steel

Clare Steel
Head Teacher





Closing Date: 22nd April 2021

Interview dates: 5th & 6th May 2021

Deputy Head Teacher – Pastoral and Personal and Social Development Lead across the school

Start date: September 2021

Salary: Leadership Scale 16-20

Full time and permanent

To support the continued growth of the school and ensure its quality of provision continues to be outstanding, the Governors are looking to appoint a second dynamic and inspirational Deputy Head Teacher with a passion for improving outcomes for all our pupils and students.

This post will provide an excellent opportunity for an aspiring Head Teacher with either mainstream or special school experience to take the next steps in their career within a motivated and supportive environment.

This is a key role and working alongside our current Deputy Head Teacher who focuses on all aspects relating to curriculum and teaching and learning. This post will complement the curriculum DHT as you will be responsible for the quality of pastoral care and the personal and social development of pupils and students across the school.

The well-being and personal and social development of our pupils and students is essential to their achievements. We have a strong pastoral team that work closely with our tutor teams. The day-to-day operational management is led by our confident and experienced Assistant Head Teacher. As our pastoral Deputy Head Teacher, you will lead and manage all aspects of the school's work that's contribute to ensuring all our young people are enabled to make outstanding personal and social development. This is crucial to enabling them to make excellent progress across the curriculum is excellent and enable them to make a successful transition to the next step in their educational career, the world of work and adulthood.

It is imperative that you are confident you can fulfil all the duties and responsibilities as highlighted within the job description which of course, is wide ranging. As a senior leader you will already have many transferable skills that will support you in this role. However, it is very important that you have experience and evidence from working at a senior level, to share with us. We will need you to clearly demonstrate you have the depth of knowledge and track record to lead on this hugely important area.

We are looking forward to appointing another Deputy Head Teacher who can confidently and effectively deputise for the Head Teacher in any aspects of her work not just perform as a specialist in a few areas of school life. We want our new Deputy Head Teacher to quickly become a highly effective and integral part of our senior leadership team and play a lead role in the day to day operational management as well as strategically support school improvement. There are always ideas we have and things we want to do to help further improve outcomes for our young people. We want someone who will be fully committed to Alderman Knight and who has passion, determination, and energy to help us continue to enable our pupils achieve their best.

If you would like to have an informal discussion about the post, our current Deputy Head Teacher, Hannah Shaw, would be delighted to talk with you. This can be either via video call or telephone. We hope that this opportunity will enable you to gain a real insight to what this post will involve, and what it is like working at Alderman Knight School.

Obviously, a visit to our school is the best way to find out more about us and whether this could be the post for you. If, after talking to Hannah Shaw you would like a visit to our school we will try our best to accommodate you. This can be over the Easter holidays.

If you decide you would like to be considered for this role, please submit an application form through Eteach, along with a covering letter. Within the application form you are asked to complete a Supporting Statement. Please ensure your statement addresses all the areas requested and gives clear examples of the impact you have had as a senior leader in your educational career. Please refer to the job description and person specification when writing your statement. This is your opportunity to make it clear to us that you could be the Deputy Head Teacher we are looking for!

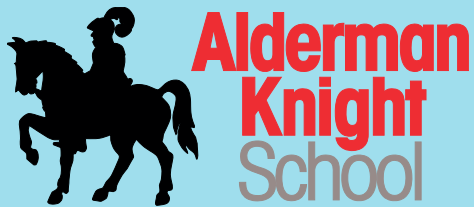
Your choice of referees should include your present or most recent Head Teacher /employer. However, if you have not been in your current post for at least two years please, provide a third referee as well. We would like your choice of referees to be from different settings and they need to be senior staff.

If you are selected for interview, we will request references prior to the interview. This could be both verbal and/or written.



To book an informal discussion please email hr@aldermanknight.gloucs.sch.uk

Ashchurch Road, Tewkesbury GL20 8JJ | 01684 295639 | hr@aldermanknight.gloucs.sch.uk



Job Description

Post title:	Deputy Head Teacher Pastoral and Personal and Social Development across the school
Lead	
Responsible to:	Head Teacher
Salary:	Leadership scale 16 to 20

Main purpose

The Pastoral Deputy Head Teacher, under the direction of the Head Teacher, will:

- Be a member of the senior leadership team and play a major role in the overall direction of the school, including contributing to decision-making regarding the future direction of the school, formulating aims and objectives and establishing policies
- Lead and strategically manage all aspects of the pastoral system to ensure that the school's systems and procedures and quality of provision continue to be judged outstanding in these areas
- Lead on all aspects of the personal social development of our pupils and students. This will include the taught programmes of study and the support provided by all staff in ensuring PSD underpins all areas of school life and leads to sustained improvement in pupils' spiritual, moral, social, cultural, emotional well-being and their physical development
- Lead and manage the EHCP process. This will be achieved through working with the Assistant Head Teacher, EHCP admin assistants and transition manager to ensure the EHCP process underpins the planning for individuals and that outcomes agreed at reviews translate into focused practice and planning for progression and achievement of outcomes by end of each Key Stage. This includes responsibility for provision mapping
- Lead on developing an enrichment curriculum that widens pupils' knowledge and understanding of the world around them. This will include overseeing the work of the Careers Lead and Transition manager, to ensure an effective career development programme is in place across the key stages
- Have strategic responsibility for the leadership and management of all teaching support staff
- In the absence of the Head Teacher, work with the other Deputy Head Teacher to deputise as directed by the Head Teacher or the Governors
- Be one of the school's Designated Safeguarding Leads

Please note the Deputy Head Teacher will be expected to fulfil the professional responsibilities of a Headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

Duties and responsibilities

Qualities and knowledge

Under the direction of the Head Teacher:

- Support the school's ethos which strives to enable everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils
- Build positive relationships with all members of the school community, showing positive attitudes to them
- Meet and liaise with parents and outside agencies as needed and attend parents/community group activities or meetings as appropriate
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally
- Work with political and financial astuteness, translating policy into the school's context
- Seek training and continuing professional development to meet own needs
- Liaise and report to the Headteacher on a regular basis
- Attend Governors' meetings to provide information on the quality of education for relevant areas of responsibility

Pupils and staff

Under the direction of the Head Teacher:

- Lead and manage the pastoral and tutor teams to create a culture where the well-being of pupils and staff is paramount leading to effective teaching and promotion of behaviours for learning
- Support with the day-to-day operational management of the school
- Ensure an active presence around the school and out of school activities and meetings to support the senior team
- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
- Lead on transitions for pupils joining the school, into either KS2 or 3 as well as ensuring transitions for existing AKS pupils from Y6 to Y7, and Y9 to Y10 are carefully and effectively planned.
- Support with new pupil consultations and decisions re placements at AKS
- Work with the Deputy Head Teacher to support all teaching staff and ensure the quality of teaching and learning is outstanding
- Promote and encourage a culture of 'open classrooms' as a basis for sharing best practice – lead by example. The post is likely to have a 0.2 teaching commitment
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
- Provide professional advice to teaching and support staff whenever appropriate
- Be responsible for ensuring teaching support staff are competent in supporting high quality teaching and learning
- With the other Deputy Head Teacher, plan and implement effective CPD / INSET to support all staff within the school to develop their knowledge skills and understanding to promote best practice for our pupils
- Provide line management and performance management responsibilities for other relevant staff as required
- Identify emerging talents, coaching current and aspiring leaders
- Hold all staff to account for their professional conduct and practice and advise/ support the Headteacher regarding any competency, capability or grievance issues
- With the senior team, mentor and support new staff including newly qualified and trainee teachers and to assist in the interview and appointment and induction of new staff.

- Develop a highly effective working relationship with other members of the senior team and actively contribute to senior leadership team meetings

Systems and processes

Under the direction of the Head Teacher:

- Continually review pastoral processes and procedures followed in school and work to develop practice and ensure systems are manageable, effective and provide the necessary information to support improvement Ensure that the school's systems, organisation, and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Work with the governing board as appropriate
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school
- Lead projects and represent the school as required and be a positive ambassador for the school internally and externally
- Contribute to timetable design across the school ensuring that the curriculum is broad, balanced and relevant, is well planned and effectively delivered for the relevant phases and meets the diversity of needs, abilities and interests
- Work collaboratively with all relevant staff to ensure all aspects of assessment, recording and reporting relating to pupil and students personal and social development, is effectively monitored and evaluated.
- Oversee the EHCP process and ensure individual outcomes identified underpin the planning for pupils' academic, personal, social development
- Be responsible for Provision Mapping across the school

Developing the School

Under the direction of the Head Teacher:

- Work to create an outward-facing school promoting and encouraging work with other schools and organisations to secure excellent outcomes for all pupils
- Develop effective relationships with fellow professionals
- Model new and innovative approaches to school improvement and leadership
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education

Other areas of responsibility

The Deputy Head Teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Deputy Head Teacher will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

March 2021

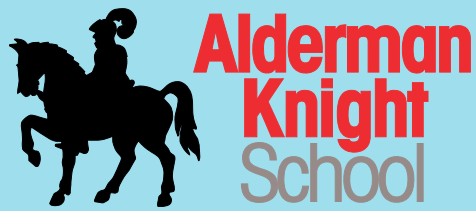
Person Specification

Deputy Head Teacher

Alderman Knight School will use this person specification as the selection criteria for the post, gained from applications, references, and interviews.

	Qualities
Qualifications and training Essential	<ul style="list-style-type: none"> • Qualified teacher status • Honours degree or equivalent • Relevant educational management or professional development in preparation for a leadership role • Other professional qualifications in SEND (Desirable)
Essential Experience	<ul style="list-style-type: none"> • Recent and successful senior leadership and management experience in a school – you need to have been a member of a senior team and have had significant leadership and management responsibilities. • Evidence of effective team management with the ability to role model school values • Successful teaching experience of pupils with SEND • Proven track record of outstanding teaching • Experience of monitoring, evaluating and improving the quality of teaching and learning. • Experience at leadership level in leading aspects of school self-evaluation, development and improvement planning • Line management experience including experience of carrying out performance management reviews • Experience planning and delivering CPD/ INSET to groups of staff/ whole staff • Experience of leading and managing pastoral teams and creating effective pastoral approaches that support the personal development of young people which then supports their academic learning. • Experience of developing and implementing effective programmes for the professional development of staff • Experience of creating, and maintaining effective partnerships with parents, carers, and the wider community to enhance pupils' achievements
Essential Professional knowledge and skills	<ul style="list-style-type: none"> • Ability to adapt leadership style to a range of scenarios across the phases and a school as a whole • Ability to lead and manage change, ensuring staff are deployed and managed well with due attention to workload • Knowledge of successful strategies and approaches for improving outcomes for pupils with SEND • An excellent understanding of features of high-quality pedagogy and practice for children and young people with a range of SEND similar to those of pupils at AKS and the ability to model this for others and support others to improve • Data analysis skills, and the ability to use data to plan for progression, set targets, identify weaknesses and drive school improvement. • Be an effective communicator with excellent interpersonal, communication and presentation skills, both written and oral • An ability to provide clear educational vision and lead by example in order to maintain and build upon the school's successes • Ability to build effective working relationships with all members of the school community • Ability to demonstrate an excellent understanding of the current Ofsted Framework requirement with regards to how it translates into practice to our setting. • Skilled in strategies and approaches to support and encourage positive behaviours as well as the ability to manage challenging behaviours • A clear understanding of the current legislation and its implementation with regard to Safeguarding, in order to support the school, meet its statutory responsibilities • An ability to tackle challenging situations and make difficult decisions, communicating outcomes clearly and with sensitivity, ensure staff know and understand their professional responsibilities and are held to account

	Qualities
Essential Personal qualities, ethics and abilities	<ul style="list-style-type: none"> • An enthusiastic, inspirational, creative and motivational leader who is able to operate effectively and think clearly under pressure in a changing and evolving environment • Commitment, passion and enthusiasm and the drive to achieve excellence and the best possible outcomes for our young people • Demonstrate personal and professional integrity and be an exceptional role model to others and a loyal and trusted member of the senior team • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • An ability to communicate effectively with all members of the school community and create and maintain a culture which celebrates success and promote behaviours that illustrate respect and kindness leading to positive relationships • Ability to prioritise, plan and organise workload effectively, delegating appropriately and through effective management that actions are effectively completed to a high standard and deadlines met • Demonstrate a capacity for sustained hard work with energy and vigor, whilst retaining a good work/life balance • Be aware of own strengths and areas for development and listen to, reflect constructively and act upon, as appropriate, feedback from others • Ability to focus on the positives and show resilience and determination to find a solution to every tricky situation! • Ability to support your team and know when to take the lead, when to listen, when to use humour and when to bring cake! • Start each day afresh and with the same enthusiasm, joy and can-do attitude that you had on your first day!



Mission Statement

‘Learning and achieving together’

Vision Statement:

The vision of the school is to be a dynamic, vibrant, centre of excellence that is an integral part of the local community and county's provision for pupils with special educational needs and wholly committed to ensuring they grow up to lead safe, happy, healthy and successful lives.

Aim of the School:

‘To provide a supportive learning community that enables all children to thrive’

To achieve this, the school will ensure:

- Pupils are provided with an enriched and extended curriculum, tailored to individual needs. This will help them develop positive feelings of self-worth and confidence and will enable them to make a successful transition to adulthood and be active and responsible citizens.
- Parents, carers and families are encouraged and enabled to engage in their children’s learning. They will be consulted and involved in decision-making processes and this will enable the school to ensure provision both for their children and themselves, is accurately matched to need.
- Staff will have their individual needs recognised and will be helped to build on their strengths and enabled to develop their skills further through appropriate professional development opportunities.
- It works together with its local community of schools to extend the opportunities for all pupils to develop their individual strengths and potential.



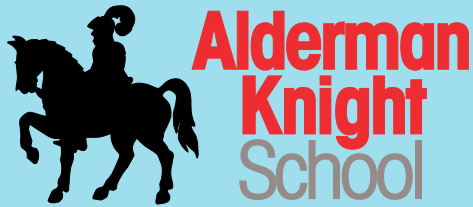
COMMISSIONING BRIEF FOR ALDERMAN KNIGHT COMMUNITY SPECIAL SCHOOL 2020/21

1.	<p>AIM AND PURPOSE:</p> <p>Alderman Knight is an educational provision for some children and young people whose needs cannot be met in mainstream. The aim is to ensure there is a continuum of provision that provides these young people with an enriched and extended curriculum, tailored to individual needs and supports them to achieve their potential within a supportive environment where they feel safe and happy to learn. This will help them develop positive feelings of self-worth and confidence and will enable them to make a successful transition to adulthood and be active and responsible citizens.</p> <p>In addition to providing education, the provision will provide a holistic approach that will develop resilience and help address additional needs that might impact on their ability to learn. This may include complex needs including learning, communication and interaction including social, emotional and mental health needs. The school is commissioned to provide a range of support strategies and approaches as needed by individual pupils in order to help pupils start to address any issues which affect their learning.</p>
2.	<p>OUTCOMES:</p> <p>The school will be child and young person centred and outcome focused. It is commissioned to achieve the following outcomes for pupils in receipt of the service:</p> <ul style="list-style-type: none"> • Young people are engaged in education, have a positive attitude to learning and confidence in their academic achievements. • Young people develop their emotional resilience. • Young people achieve stretching academic and vocational attainment targets to improve future life chances. • Young people have clear planned progression routes at 16 designed to meet their preparing for adulthood EHCP outcomes which will lead to employment, community activity and independence. • Young people are kept safe and are able to make safe lifestyle choices. <p>The school will have a key role to play in narrowing the gap and improving outcomes for vulnerable groups of children.</p>
3. 3.1	<p>DETAILS OF THE SERVICE:</p> <p>Capacity</p> <p>The service, at any one time, will provide education and support placements to a maximum capacity 198 pupils:</p> <ul style="list-style-type: none"> • 175 Pre 16 pupils (aged 7 to 16 years) • 23 Post 16 students (aged 16 to 19 years) <p>Commissioned places are as follows:</p> <ul style="list-style-type: none"> • Number: 198 • Age range: 7 to 19 years • Gender: Co-educational <p>Client Group and Criteria</p> <p>1. Pre 16 pupils aged 7 – 16 years</p> <p>The service is for children and young people whose primary special needs have been identified as:</p> <ul style="list-style-type: none"> • Communication and Interaction and • Cognition and Learning

	<p>Children and young people may also have associated complex learning needs and disabilities (i.e. they may have conditions that overlap and interlock, e.g. mental health, behavioural, physical, medical, sensory, communication & interaction)</p> <p>The school does not make provision for children and young people whose primary Special Educational Need is Social, Emotional and Mental Health presenting with challenging behaviour. The school does not make provision for children and young people whose primary Special Education Need require a highly adapted sensory curriculum.</p> <p>This provision is for children and young people whose academic attainments are generally well below-expected levels in most areas of the curriculum or who demonstrate significant differences between their academic ability across the curriculum. This will be evidenced by standardised tests which are generally below the 50th percentile but above the 5th percentile or by significant variation in standardised testing across the cognitive range.</p>
	<p>2. Post students aged 16 – 19 years The Post 16 provision at Alderman Knight School will provide for young people aged 16 to 19 with EHCPs and statements of special educational needs which identify they must:</p> <ul style="list-style-type: none"> • Have complex communication and interaction special educational needs usually associated with an autistic spectrum disorder including Asperger’s syndrome, and complex needs including anxieties, emotional, social and mental health needs, and: • Have the cognitive potential to attain a range of accreditations at Level 2/ GCSE equivalent Grades A* -D, and • Require a specialist setting to access a further education curriculum <p>3.2 The Local Authority will determine assess children and young people on a case by case basis against the criteria as given. It is recognised that children and young people often have needs that crossover different areas and their needs can change over time. Therefore these areas give an overview of the range of needs that could be catered for within this specialist setting</p>
4.	DESCRIPTION OF THE SERVICE:
4.1	<p>Placements:</p> <p>All placements into the school will be made though the Local Authority.</p>
4.2	<p>Admissions procedure:</p> <p>It is expected that all placements will have met the indicators for admissions at Special Schools as follows;</p> <ol style="list-style-type: none"> 1. The child or young person has an EHCP. 2. The child/young person requires a highly differentiated curriculum and/or learning environment which would not be available in mainstream settings. The child or young person’s needs will have already been supported through a high level of additional resources through the Gloucestershire graduated pathway. There must be clear evidence that despite appropriate interventions, the child/young person has persistent, complex, long term learning needs as evidenced by standardised assessments and attainments which are well below expected levels in most areas of the curriculum. This will be evidenced by standardised tests, which for Alderman Knight School will be generally between the 5th and 50th percentile. 3. The child or young person has complex and significant needs in one or more of: <ul style="list-style-type: none"> • Communication and interaction • Cognition and learning as evidenced in reports from Educational Psychologists, Advisory Teachers, Speech and Language Therapists, school or college reports from other practitioners or agencies involved with the child/young person.

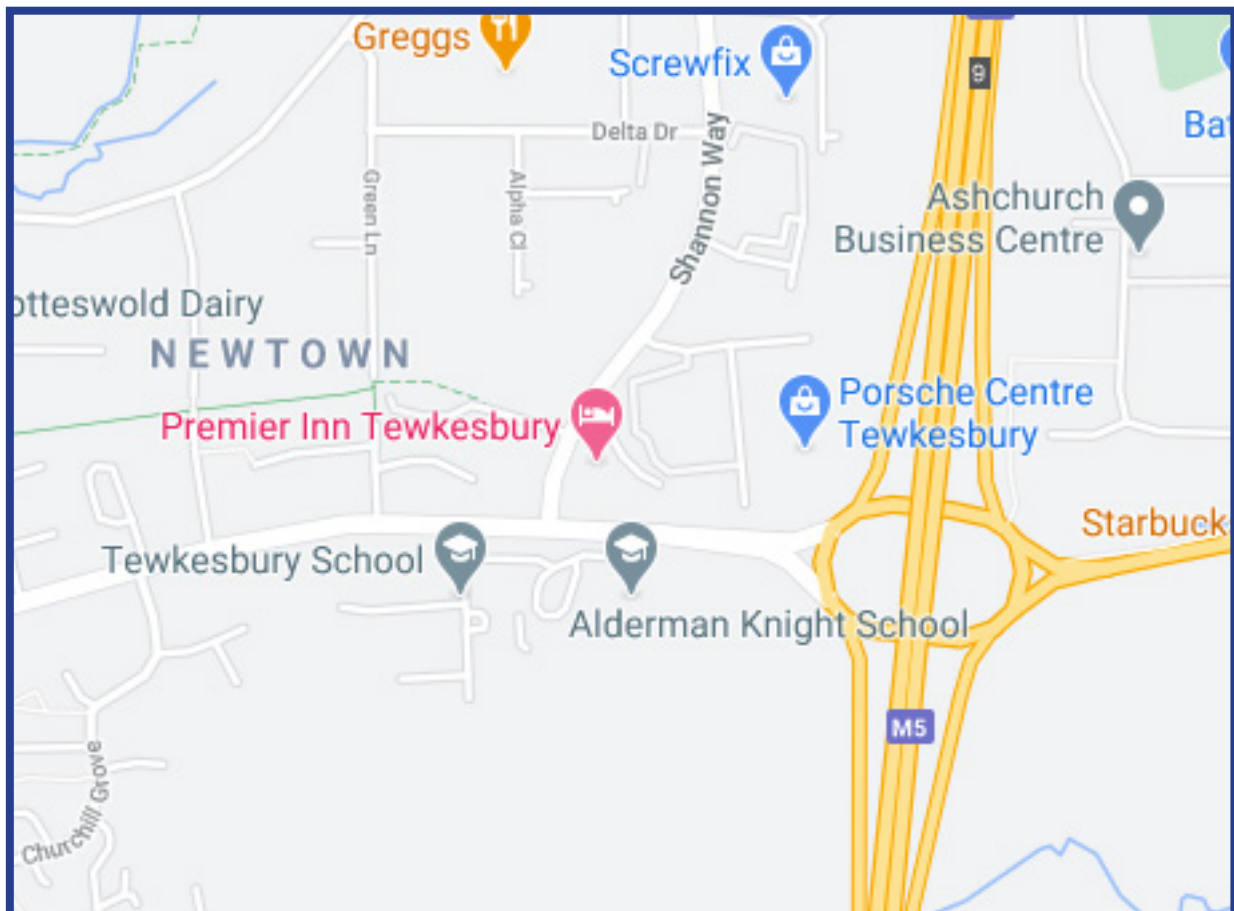
	<p>4. The Resource Allocation System (RAS) score, administered by the Local Authority, needs to have indicated that a specialist provision is required to meet the outcomes on the plan.</p> <p>5. The young person/parent has expressed a preference for a special school placement which is agreed by the local authority's multi agency Special Educational Needs and/or Disability (SEND) resource panel Or The parent/young person expresses preference for mainstream school but evidence indicates that no reasonable steps could be taken by the school or local authority to overcome the 'incompatibility with the efficient education of other pupils. (Education Act 2006 and January 2015 SEND Code of Practice: 0-25 years)</p> <p>6. Additional indicators may include a predicted high level of dependency through life and long term multi agency interventions from both health and social care</p>
5.	<p>CURRICULUM AND ACCREDITATION OF LEARNING:</p> <p>The school will provide access to a good quality and balanced curriculum. All learning will be of high-quality and provide a suitable curriculum designed to meet the needs of the individual child or young person. All potential opportunities for accreditation will be identified and stretching but achievable attainment targets for young people will be set.</p> <p>Pre 16 pupils will also be provided with opportunities to experience work placements and take part in vocational courses through college if required and appropriate .</p> <p>Post 16 students will undertake a range of different work placements as part of their curriculum to develop employability skills and support transition to adulthood and promote independent living. These students will also have access to vocational and higher level academic courses at local provider colleges if required.</p>
6.	<p>ANNUAL REVIEWS OF EHCPs AND REINTEGRATION:</p> <p>Pupils' continuing needs will be monitored through the subsequent process of the Annual Review of the EHCP. Where appropriate, this process will support reintegration into mainstream schools with transitional support.</p> <p>In any case where a change in provision is being considered, the school will call a review meeting. The school in conjunction with the LA should plan an appropriate package to support the pupil to effectively manage their transition to their next provision.</p>
7.	<p>INFORMATION, ADVICE AND GUIDANCE, TRANSITIONS PLANNING AND PROGRESSION for PUPILS AT 16 AND STUDENTS fro 16 to 19 YEARS:</p> <p>The school will deliver good quality information, advice, guidance, and support to pupils and students aged 14 to 19 years. The school will work with them, considering their aspirations and progression options post -16 into employment, further education or training. This should include opportunities for relevant work experiences and aspirational visits to colleges.</p> <p>The school will work with the Local Authority, colleges, training agencies and employers to develop good progression routes at key stage 4 and key stage 5 and support smooth transitions into college, training, apprenticeships and employment and work based placements.</p>
7.1	<p>Partnership working with schools and other agencies</p> <p>The school will fully participate in partnership and multi-agency working both at a strategic and operational level.</p>

	<p>The school will support children, young people and their families through a wider approach to access and secure additional support and services where this is needed to achieve good outcomes and help them to receive a seamless service. The school will have good links with other key services including:</p> <ul style="list-style-type: none"> • Children's Social Care • The Virtual School • The Education, Outcomes and Intervention Service • EHCP Casework Team • Families First • Early Help • Colleges and work placements/apprentice providers • The Educational Psychology service, • CYPS • School Nurse Service • Targeted youth support, including youth offending teams, substance misuse services and sexual health services. • Other local voluntary sector children and young people's organisations <p>The service will promote and support the maintenance and continuation of children and young people's relationships with friendship and peer groups, and local communities, as appropriate to the young person.</p>
8.	PARTICIPATION:
8.1	<p>Parent / Carer engagement</p> <p>The importance of parental and / or carer engagement and the home learning environment in children and young people's education will be recognised and supported by the school.</p> <p>The school will meet the legal requirements to report to parents and a clear process will be in place to ensure:</p> <ul style="list-style-type: none"> • Parents/carers are actively encouraged to be involved in the education/support plan discussions and progress reviews. • Parents/carers are made to feel welcome on-site and appropriate opportunities are available for them to visit provision. • Parents are aware of their legal responsibility to ensure regular attendance at the school. • As a minimum, face to face contact with parents/carers should be made 3 times per academic year for instance through parents evenings. • Annual reports should be provided to parents.
8.2	<p>Participation and involvement of children and young people</p> <p>The involvement of children, young people and families in the design, delivery and review of the provision should be encouraged and supported and the school is expected to comply with Gloucestershire County Council's protocols.</p>
9.	<p>MONITORING AND REVIEW:</p> <p>This commissioning brief will be reviewed annually.</p>



Where you can find us

The school is located just off Junction 9 of the M5. Both the main school building and the Post-16 Centre are new, attractive and spacious buildings being built in 2013 and 2017 respectively. Our third phase of our building project will be completed at the end of May 2021, ready for the new academic year. The learning and working environments are second to none.



Contact Details

Alderman Knight School
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Tewkesbury
Gloucestershire
GL20 8JJ

Main Reception - **01684 295639**
Email - hr@aldermanknight.gloucs.sch.uk
Website - www.aldermanknight.gloucs.sch.uk

Eteach - <https://www.eteach.com/job/deputy-head-teacher---pastoral-1142941>