**Selection Arrangements**

**The Process**

Due to the promotion of one of our current Assistant Headteachers the Governors of West Hill School are seeking to appoint an Assistant Headteacher to have senior leadership responsibility and accountability for inclusion, safeguarding, LAC, the school pastoral system and pupil welfare and guidance at this successful boys’ 11-16 school. The successful candidate will join a team of forward thinking, innovative and high performing staff who are fully committed to providing and supporting teaching excellence and a wealth of extra-curricular opportunities for our students.

Where possible, candidates should relate the information they provide specifically to the Person Specification and the accompanying Job Description.

Short listed candidates will be invited to the school for interview. Informal visits beforehand are welcome and should be arranged by contacting the School’s Reception Office on 0161-338-2193 or e-mail: admin@westhillschool.co.uk.

You should ensure that your application form is completed in black ink or it can be word processed/completed electronically in word. Supporting letters should be addressed to the Chair of Governors and can by handwritten or word-processed.

Completed applications should be emailed to admin@westhillschool.co.uk or returned to:

**The Chair of Governors**

**West Hill School**

**Thompson Cross**

**Stalybridge**

**Cheshire**

**SK15 1LX**

Please mark the envelope with the position for which the application is made.

The closing date for all applications is **12 noon on Monday 22nd May 2017**.

Your application will not be acknowledged unless you include a stamped, addressed envelope.

Short listed candidates will have their references taken up. References may enquire as to factual details in your letter of application as well as your suitability for the post advertised.

Interviews will take place week commencing Monday 22nd May 2017.

Further details of the interview process will be sent with invitations.

Those candidates who require local accommodation should enquire of the school’s Reception Office for information. Reasonable travel and accommodation expenses will be met for all interviewees.

**The Appointment**

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments will be subject to satisfactory Disclosure of Criminal Convictions (SD2) and a Disclosure Barring Service (DBS) check. All appointments are subject to the requirements of the Department for Education and Skills and the School’s Employment policy