



ALDERLEY EDGE
SCHOOL FOR GIRLS

**Head of Food
Part Time**

**Required for April 2026
(Maternity cover)**

INFORMATION FOR APPLICANTS



FANTASTICALLY
GREAT WOMEN
who changed THE WORLD

is a inspiring list of extraordinary women who
achieved amazing things for themselves and
the world. Includes and features the following:
with chapters: **ANNE FRANK**, **MARY KATE**, **THE**
to fight with **EMILY DICKINSON**, and the
famous revolution with **JOHN F. KENNEDY**.

With beautiful illustrations and beautiful text,
this book is the perfect introduction to the
a few of the beautiful women who
helped shape the world we live in.
Follow them and prepare for
an adventure of your own.



Introduction from our Headmistress

At AESG academic excellence is delivered within a nurturing, family environment and where staff place equal emphasis on the wellbeing of our pupils and developing their individual characters. Each girl is nurtured and supported in small classes and it is our priority that each girl reaches her individual potential and becomes the best she can be.

From academic competitions, drama and sporting performances to the benefits of being an Apple Distinguished School, our aim is to cultivate a culture of curiosity, resilience and kindness, where every girl can #BeMore.

AESG is more than just a place of learning; it is a much-loved community where success is measured not only by the girls' outstanding academic success but the strength of their character. AESG provides girls with outstanding pastoral support, innovative teaching, a broad curriculum and a fantastic array of extra-curricular activities.

The school prides itself on its Christian values, yet welcome girls of all faiths. AESG respects, celebrates and embraces diversity and equality of opportunity without prejudice. Our school motto permeates all areas of school life: 'Aspire not to have more, but to be more'.

AESG is a community. All our girls, from those in Nursery at the age of two, through to Sixth Form at the age of 18, feel safe and secure and benefit from being in a school positioned in a vibrant village environment.

The School has been awarded Apple Distinguished Status and is an Apple Regional Training Centre, after significant investment and development in Technology Enhanced Learning. Senior School girls bring their own iPads into school to enrich their learning experience. Each teacher is also given their own iPad to support their teaching and there are Apple TVs integrated throughout the School.

In June 2021, the Independent School Inspectorate (ISI) undertook a full inspection at AESG. The School was given the highest possible 'Excellent' rating. The inspection was focused on the pupils' academic and other achievements, as well as their personal development, with the school being found to be excellent across each area.

We are a proud member of the Girls' School Association and we value the importance of an all-girls' education and the benefits this provides for our students. There are numerous opportunities for girls to develop both team working and leadership skills and to help guide the school and their peers. In this way our students learn important

life skills which prepare them for the world of work and they leave us as impressive young women who make a difference.

C Wood

Mrs Caroline Wood
Headmistress



Vision Statement

“Aspire not to have more, but to be more”
(Archbishop Oscar Romero)

Our Aims

Academic

To provide a challenging and stimulating learning environment in which every girl fulfils her full academic potential, and thus equipping girls with the knowledge, skills and learning attributes for success beyond AESG.

To deliver an innovative and future-inspired curriculum embracing the use of technology, thus fostering intellectual curiosity, developing creativity and a passion for lifelong learning.

Spirituality

To welcome girls of all faiths who share our values, and to respect, celebrate and embrace diversity and equal opportunities without prejudice.

To present a supportive, open and inviting environment for girls to explore their spirituality, to encourage reflection, and develop a strong moral compass based on our Christian foundation and principles.

Enrichment

To offer an extensive enrichment programme to enable girls to develop leadership skills, foster collaboration and resourcefulness, grow in confidence and encourage resilience.

To provide a rich and stimulating school experience in and outside the classroom, where girls can explore and develop their interests and talents.

Girls

To create a supportive, nurturing and happy environment underpinned by pro-active pastoral initiatives, putting the girls' wellbeing first.

To empower all our girls to flourish as strong women in the 21st Century workplace, to communicate with confidence, and take their place as responsible, active and global citizens bringing about positive change for a more sustainable and equitable future.



Current Staffing

The School, which is split into the Prep and Senior sections, is led by the Headmistress, Caroline Wood, who was appointed in September 2024. In the Senior School, teaching staff comprise two Deputy Heads.

In the Prep School, teaching staff are led by the Head of Prep, Emma Scott.

The support staff are led by the DFO and comprise of administrative, estate, finance, ICT Support, marketing and development and welfare staff.

The School employs a qualified librarian, technical support staff, visiting instrumental music teachers as well as specialist sport and drama coaches.

Catering and cleaning are currently supplied by external contractors.

Accommodation

In the last five years, an ambitious refurbishment and development programme has transformed the School estate.

The School's outdoor courts have been completely refurbished, along with the Junior Gymnasium. A new fitness suite and climbing wall have been installed.

Early Years provision has benefitted from the installation of outdoor play equipment and the refurbishment of all four classrooms from Nursery to Year 1. Elsewhere, ICT suites have been modernised and infrastructure upgraded, as have numerous specialist subject classrooms. The main buildings have had significant infrastructure improvements as well as investing in state of the art technology.





Head of Food

Job Description

Responsible to Deputy Head (Academic)

We are looking to appoint a well-qualified and suitably experienced teacher to lead the Food Department. The Head of Food is a key middle management position at our innovative and growing school. The Head of Department is responsible for providing strategic leadership for the department, ensuring the subject is effectively delivered and that staff and resources are well-managed. It is important that the Head of Department recognises their responsibility to keep up-to-date with developments in their subject and in other area of education related to their role.

Key responsibilities as Head of Food:

Responsibilities

Staff

- To provide strong leadership, sensitively guiding and advising other members of staff within the department and acting as a model of good practice
- To ensure that teaching within the department is of a very high standard and to seek to improve the effectiveness of teaching within the department
- To support members of the department in dealing with behavioural and homework issues
- To ensure good communication with and between members of the department
- To effectively delegate responsibilities and tasks within the department
- To ensure that all members of the department are familiar with the School and Departmental Health and Safety policies and to ensure their effective implementation
- To carry out an annual observation of each member of the Food department
- To complete the CPD review process with each member of the Food department annually
- To ensure that appropriate cover work has been set when a member of the department is absent
- To support the professional development of members of the department, including the induction of new members of the department

- To liaise with members of staff in other departments to ensure effective development of pupils' literacy, numeracy and ICT skills through the subject

Pupils

- To ensure that all pupils are able to learn effectively
- To be responsible for the monitoring of pupils' progress and performance in the subject, using data as appropriate
- To be responsible for ensuring that pupils receive effective subject mentoring
- To carry out regular scrutiny of pupils' work as a means of monitoring the quality of teaching and learning with the department
- To analyse the performance of pupils on internal and external examinations by completing the required documentation and to use this analysis as a tool for departmental development
- To offer a range of enrichment activities to pupils to promote the subject and foster an enthusiasm for its learning

Parents

- To deal with parental concerns in the subject, first seeking advice from members of the Senior Management Team and the Pastoral Team as appropriate
- To record on the MIS (iSAMS) details of any contact with parents

Curriculum

- To develop the curriculum in response to the needs of the pupils, changes to the National Curriculum and changes to examination specifications
- To regularly review and update Schemes of Work
- To work with the Timetabler to plan appropriate staffing for each academic year
- To offer extra-curricular opportunities for pupils

Recruitment and Marketing

- To organise departmental events for School Open Days in order to promote the subject and the school to prospective parent and pupils
- To promote the subject as an KS5 choice at Sixth Form Open Evenings and Taster Days
- To provide information to the marketing manager about achievements and events within the department

Resources

- To manage the departmental budget
- To regularly review the suitability of departmental resources, including textbooks, equipment and online resources and to order new resources as required
- To keep good stock records and clear financial accounts
- To ensure that the rooms used for the teaching of the subject are kept tidy, safe and that they present a stimulating environment

Administration

- To hold regular, well-managed departmental meetings to enable all members of the department to contribute to planning and policy making, and to share good practice. To record the minutes of these meetings
- To work with the examinations officer to ensure that all paperwork for external examinations is completed correctly. This includes entries, predicted grades and marks for controlled assessment
- To complete the Annual Operating Statement for the department
- To produce the subject pages for the KS5 Options Booklets
- To review and update the Departmental Handbook annually
- To complete internal and external examination analysis

Extra-Curricular

- Commitment to the extra-curricular and enrichment programme.
- Commitment to supporting pupils applying for competitive university course and / or apprenticeships.

Pastoral

- To take on the role of a Form Tutor
- To take an active role in all relevant pastoral matters

To undertake any further reasonable duties as requested by the Headmistress.

Person Specification: Head of Food		
	Essential <i>These are qualities without which the applicant could not be appointed</i>	Desirable <i>These are extra qualities which can be used to choose between applicants who meet all of the essential criteria</i>
Qualifications	Good Honours Degree in Food or related subject PGCE or QTS	Higher degree or evidence of further study Leadership Qualifications
Training	Evidence of Continuing Professional Development through relevant courses and qualifications with reference to pedagogical developments in Food as well as middle management.	Experience of delivering CPD/ INSET to colleagues
Experience	Experience of teaching Food to KS5 Track record of achieving excellent results at KS5 Experience of leadership as a Middle Manager including coaching and mentoring colleagues. Experience of curriculum planning Experience of delivering in-house training to colleagues Experience in leading the performance management of colleagues and / or contributing to their professional development	Evidence of partnership working with other departments and/or other schools

Knowledge and Skills	<p>The ability to motivate both pupils and colleagues</p> <p>Strong interpersonal and communication skills</p> <p>Up-to-date and thorough knowledge of developments in Food education and pedagogic practice</p> <p>Awareness of implications of curriculum change at A Level</p> <p>Excellent ICT skills – Experience of teaching using iPads and using other technology to enhance Teaching and Learning</p> <p>The ability to lead conceptual discussions on pedagogy and methodology</p> <p>Comfortable and confident in leading meetings</p> <p>Ability to incorporate the use of technology into lessons, to enhance pupils’ learning</p> <p>Ability to generate, organise and analyse data for specific purposes</p> <p>Ability to problem solve</p> <p>Strong communication and presentation skills</p> <p>Ability to market the department to improve recruitment and retention</p>	<p>Up-to-date knowledge of practice in other schools</p>
Personal Qualities	<p>Highly developed interpersonal skills</p> <p>Integrity, loyalty, positivity and commitment</p> <p>High expectations of self and others</p>	<p>Aspiration to progress career further in due course</p> <p>Ability to form positive networks, in school and out</p> <p>Willingness and commitment to broaden links and seek external partnerships</p>

	<p>Commitment to equal opportunity</p> <p>Willingness to challenge constructively the work of self and others in order to continually improve own and team performance</p> <p>Positive and flexible approach to opportunities and challenges</p> <p>Readiness to take ownership of problems</p> <p>Resilience and ability to work under pressure and meet deadlines</p> <p>Good team player</p>	
Safeguarding	<p>Full understanding of safeguarding requirements</p> <p>Commitment to implementing whole school policies relating to the safeguarding of children</p>	



ADDITIONAL INFORMATION

Salary and Other Benefits

The salary for the post will be discussed individually with the successful candidate. Salaries are reviewed annually at the start of the academic year.

There is a 40% discount on School fees for the daughters of full-time members of staff –this discount is pro rata for part-time staff.

Staff may purchase a lunch from the School dining room, and refreshment facilities are available during the day.

We offer an Employee Assistance Scheme, alongside a number of other wellbeing initiatives.

There is free parking on site for all staff.

Other Information

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 applicants who are offered employment will be subject to an enhanced criminal record check and the Children's Barred List check for the Child Workforce from the Disclosure and Barring Service (DBS), which must be cleared before the appointment is confirmed. Candidates will be required to submit the subsequent DBS Certificate to the School prior to commencement of their employment. Candidates are also required to present relevant examination qualifications for inspection at the interview stage.

In accordance with the Asylum and Immigration act 1996, the School will require candidates to provide documentary evidence at interview that they are legally entitled to live and work in the UK.

AESG adheres to the Data Protection act and General Data Protection Regulations 2018. As part of the application process we will obtain and process information about you, including any criminal convictions you may have. All information will be kept confidential and will only be used to process your application.

It is essential that everybody working in AESG understands their safeguarding responsibilities and is committed to promoting the welfare of the children in our school.

If your application is unsuccessful, all your information will be deleted from our systems and disposed of in a secure manner.

Upon appointment the successful candidate will be required to complete a medical questionnaire which will be kept on their confidential personnel file.

The School is committed to equal opportunities for all of its employees and its policy is available on request.

AESG has a no-smoking policy throughout its buildings and grounds and a smart dress code.

Application Arrangements

An application for the post should be made by submitting to the Headmistress, either in writing, or by email to staffrecruitment@aesg.co.uk, the following:

- A fully completed AESG Application Form
- A supporting letter outlining how your experience and/or personal qualities would enable you to successfully fulfil the requirements of the post and contribute to the development of a thriving School.

The closing date for receipt of applications is Friday 19th January 2026

Interviews will be held week commencing 24th January 2026



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