



CROXLEY DANES SCHOOL

Appointment Brief for
Director of Sixth Form
(Assistant Headteacher)

Danes Educational Trust

MAKING THE DIFFERENCE TOGETHER





CROXLEY DANES SCHOOL

Dear Applicant,

Thank you for showing an interest in the Assistant Headteacher position of Director of Sixth Form starting in September 2021.

This is an extremely exciting time to join Croxley Danes School, as in September 2020 the school opened its brand new permanent accommodation at Baldwins Lane in Croxley Green, including a building with a capacity for over 1200 students. The permanent site for the school comprises 12.3 hectares. This far surpasses the need for a six Form entry school, therefore the space afforded to the students on site is, compared to other local schools, second to none. Furthermore, the permanent school building has been meticulously designed to ensure both students and staff experience a first-class learning environment. More details about (and images of) the permanent site can be found [here](#)

The Danes Educational Trust currently comprises six schools: St Clement Danes School, Croxley Danes School, Chancellor's School, Onslow St Audrey's School, De Havilland Primary School and Elstree Studio Arts Academy. Dr Josephine Valentine OBE is the CEO of the Danes Educational Trust. She was Headteacher of St Clement Danes School for 20 years. She is a National Leader in Education, a DfE Advisor and has oversight of all five schools. If appointed, you will benefit from teaching within an established, outstanding Trust whilst also contributing to the education of the first cohorts of students in a new school at an exciting stage in its development.

We are heavily over-subscribed - for 2021 secondary transfer we received over 1000 applications for 180 places. Currently we have 660 students across Years 7-10 who are aspirational, confident and have excellent attitudes to learning. They are extremely proud of being the first cohorts of students in a brand new school and excited about the future. Staff overwhelmingly report that they are delightful to teach and fun to have in the classroom. Their behaviour is excellent.

We are looking to recruit an individual with experience of Sixth Form Leadership in advance of receiving our first cohort of Year 12 students in September 2022. This is an exciting time to join a popular school as it continues to develop its own character and culture. We look for talented and committed people and work hard to keep them, helping them to reach their full potential. In return we offer an exceptional CPDL programme within the Trust.

You should possess excellent leadership skills, be hard-working, flexible and professional. You should have high expectations of students, colleagues and yourself, displaying an energy and enthusiasm which will contribute to the school's overall success. A willingness to participate in all areas of school life is essential.

I want Croxley Danes School to be outstanding and a strong part of the local community. If you share our commitment to educational excellence, we want to hear from you.

We are part of the Danes Educational Trust, more information about the Trust can be found [here](#).

Yours sincerely

MR S THOMPSON
Headteacher



DANES EDUCATIONAL TRUST



Becoming part of the team at the Danes Educational Trust will give you an opportunity to make a difference to the educational outcomes of young people in Hertfordshire, whilst providing you with an opportunity to pursue your passion for education.

In the last year, we have expanded to be a Trust of six schools: St Clement Danes School, Croxley Danes School, Chancellor's School, Onlsow St Audrey's School, De Havilland Primary School and Elstree Studio Arts Academy and we have more schools in the pipeline. Schools maintain their own individual cultures and relationships with their community and networks, but align through key educational policies and school improvement strategies, and crucially align with respect to the Trust's vision and core values.

You will be part of a Trust that develops optimistic, resilient learners and valued, empowered staff. We collaborate with local, national and global partnerships to achieve our vision of 'Making the Difference Together' and consider our core values to be at the heart of what makes our Trust unique:

- We value **joy** in working, teaching and learning together
- We encourage everyone within our Trust to feel **optimistic** about the future and how they can shape it
- We support all individuals in developing **resilience** to enable them to respond to change and grow as a result
- We value and support the **wellbeing** of all individuals who learn and work in our schools
- We provide **equality** of opportunity and experience for all
- We provide a **safe** and secure learning environment for all

Job Title: Director of Sixth Form (Assistant Headteacher)

Line Manager: Headteacher

Salary L9 – L13 (Fringe Area)

Required 1st September 2021

Core Purpose

We are seeking to appoint an Assistant Headteacher to the post of Director of Sixth Form in advance of the first Year 12 cohort commencing their Key Stage 5 studies in September 2022. As an Assistant Headteacher the post-holder will also assist the Headteacher and Deputy Headteacher with the day to day running of the School and provide professional leadership and management of key areas of responsibility.

Specific Responsibilities

- To work with the Headteacher to define and maintain the vision, ethos and direction of the Sixth Form, ensuring there is a positive culture of excellence, respect and trust in which students display kindness and celebrate one another's achievements.
- To recruit, develop and line manage the Sixth Form Leadership Team.
- Together with the Headteacher, to manage the recruitment and admission of students to the Sixth Form, ensuring that sufficient internal and external students are recruited to ensure economic viability and that students experience an informative and enjoyable induction
- To set and maintain high standards of Sixth Form student achievement, welfare and conduct including the oversight of attainment and progression.
- To work with the Assistant Headteacher with responsibility for Teaching and Learning to set and maintain high standards of teaching and learning in the Sixth Form.
- To ensure students receive appropriate advice for their continuing education and future employment, including oversight of the UCAS process, ensuring there are high levels of personalised support.
- To be responsible for the emotional well-being and pastoral care of all Sixth Form students, including liaison with outside agencies where necessary and reporting to the Deputy Headteacher on matters pertaining to safeguarding.
- To manage any disciplinary matters involving students in the Sixth Form.
- To ensure the highest standards of attendance, punctuality and dress of Sixth Form students.
- To work with the Deputy Headteacher to develop an effective model of student leadership within the school.
- To keep abreast of all changes in KS5 curricula and funding and work alongside the Headteacher to ensure a broad and balanced curricular and extra-curricular offer for KS5 students.
- To build an alumni group who are willing to help with the Sixth Form's marketing, recruitment and student careers provision.

Strategic Direction / Shaping the future

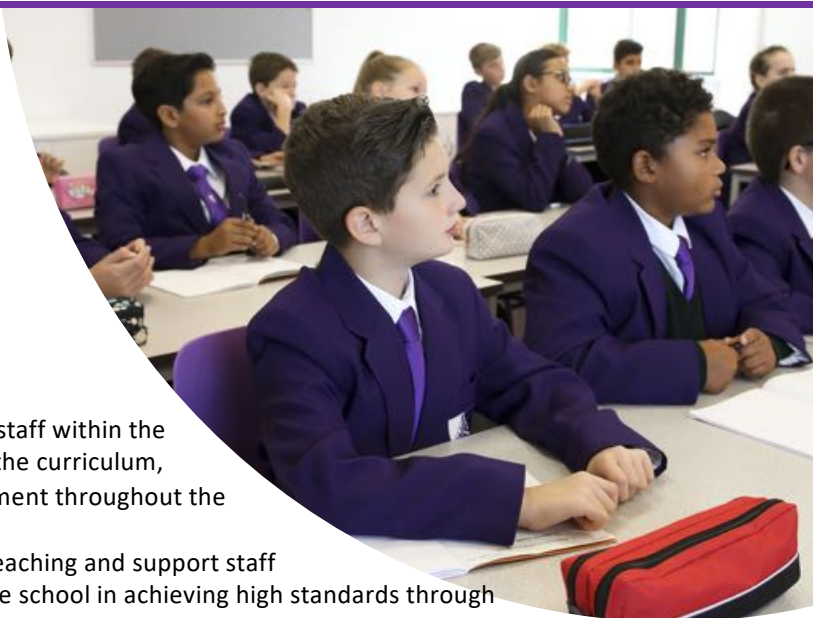
To work as a member of the senior leadership team that meets regularly to implement and influence the strategic direction of the School and to plan, organise, monitor and evaluate its successful delivery:

- Contribute to modelling the ethos, values and overall purpose of the School
- Inspire, challenge, motivate and empower others to attain challenging outcomes
- Contribute to the formulation, monitoring, evaluation and implementation of the School Development Plan
- Collaborate with and guide colleagues in the development and implementation of policies which reflect the School's commitment to ensure all students make progress
- Assist the Headteacher in preparing information for the School Board. This may include attending meetings with regard to your areas of responsibility
- Be a strong presence in School and ensure School policies and expectations are adhered to by all staff and to demonstrate a passion for the education of young people
- Contribute to the School Review, Quality Assurance and Self-Evaluation procedures, including observing lessons, scrutinising work and analysing performance data.

Job Description



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Resource and People Management

- Line manage middle leaders, teachers and support staff within the team to ensure effective provision and delivery of the curriculum, securing high quality teaching, learning and assessment throughout the Key Stages
- Participate in the recruitment and deployment of teaching and support staff
- Support staff within your team and within the whole school in achieving high standards through effective CPDL.
- Implement effective appraisal through line and performance management processes
- Assist the Headteacher by ensuring the people and resources within designated areas of responsibility are organised and managed to provide an efficient, effective and safe learning environment
- Oversee and evaluate budget allocations to ensure the budget is spent in line with subject / area learning priorities and best value principles, monitoring and controlling the use of resources and budget according to the school's agreed financial procedures.

Developing Self and Working with Others

- To be a positive role model, treat people fairly equitably and with dignity and respect to create and maintain a positive school culture.
- Contribute to good management practice by ensuring positive staff participation and effective communication and procedures.
- Maintain high standards of professional behaviour and presentation to reflect the expectations made of our students and staff

Strengthening Community

- Welcome parental and community involvement in the life and work of the School
- Contribute to building a collaborative learning culture within the school and actively engage with others schools to build effective learning partnerships.
- Assist the Headteacher and SLT to work collaboratively at both strategic and operational levels with parents and carers.

Our Vision

At the Danes Educational Trust we are committed to 'Making the Difference Together' sharing best practice and supporting each other to be the very best we can be.

Core Values

The post holder is expected to share our commitment to our core values:

- We value joy in working, teaching and learning together
- We encourage everyone within our Trust to feel optimistic about the future and how they can shape it
- We support all individuals in developing resilience to enable them to respond to change and grow as a result
- We value and support the wellbeing of all individuals who learn and work in our schools
- We provide equality of opportunity and experience for all
- We provide a safe and secure learning environment for all

Job Description continued.



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**Compliance**

The post holder is required to be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts.

Additional Information

All staff are required to participate in training and other learning activities and in performance management and development as required by the Trust's policies and practices.

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of the Trust.

Supervision/Job Context

The post holder will be managed by the Headteacher.

Contacts

The post holder will work with all members of teaching staff within their faculty and teaching staff from other faculties. They will also work with Senior Leadership Team members, the SENCO, Learning Support Assistants, and non-teaching staff. They will have contact with students, parents, governors, and may have contact with advisors and other visitors to the school.

Job Description continued.



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We would like you to have:

Qualifications

- Qualified Teacher Status (QTS)
- Evidence of continuing and recent professional development relevant to senior leadership

Knowledge & Experience

- Substantial and successful track record of teaching 11 to 18 including A Level
- A proven track record in Sixth Form leadership or as a member of a Sixth Form Leadership team
- Understanding of current educational issues
- Understanding of effective pedagogy
- Understanding of how data can be used to drive up standards through intelligent intervention programmes

Personal qualities

- Ability to lead by example, take responsibility and to be accountable
- Ability to inspire others to follow through strong communication skills, good influencing skills and clear thinking
- Ability to hold people to account effectively
- Proven solution-provider
- Intellectual curiosity
- Passion for education in its widest sense
- Drive, sense of purpose, commitment and perseverance
- Well-developed emotional intelligence
- Excellent interpersonal and persuasive skills
- Flexibility and sensitivity to the needs of individuals
- Excellent communication and presentation skills, both oral and written
- Enthusiasm, common sense and good humour
- Willingness to reflect on and evaluate performance within the context of a team
- Outstanding classroom practitioner who inspires and is respected by students
- High levels of resilience and optimism
- A natural aptitude to model the Trust's core behaviours – 'We display transparency, kindness and respect in all our interactions with others, and support each other in all our endeavours. We are tenacious in our desire to make the difference together'.

Person Specification





Curriculum Summary

We currently have nine faculties: English, Maths, Science, Humanities, Modern Foreign Languages, Technology, Physical Education, Creative Arts (Art, Music and Drama) and Social Sciences.

All Faculties currently have a Head of Faculty or Subject Leader. Over the course of the next five years a number of curriculum and pastoral middle leadership roles, as well as a variety of senior leadership posts, will also become available, ensuring that aspirational staff will have opportunities to progress their career and assume additional responsibilities at the school.

All our Faculties use Schemes of Work that have been developed from tried and tested resources from St Clement Danes, our sister school. As such, the students are following a similar curriculum and assessment framework at Key Stage 3 which facilitates progress comparisons with an established school which has outstanding student outcomes. Every data comparison to date demonstrates that the students have adopted the positive attitude to learning that is highly evident in our sister school and are making good progress. When the students reach Key Stage 4 they follow the same specifications at GCSE as St Clement Danes to facilitate the sharing of resources, knowledge and expertise, which should reduce workload whilst promoting positive academic outcomes. The school has high expectations of student behaviour, which is proving to be exemplary. To learn more about the curriculum and to download the KS3 and KS4 curriculum booklets, please visit our website: <https://www.croxleydanes.org.uk/198/ks3-ks4-curriculum>

There is a rich programme of Extra-Curricular activities and Student Participation Groups underway. Successful candidates will be encouraged to add to these opportunities for our students. In addition, many Faculties have already started to create links with the local community in Croxley Green where the school is situated. Examples of this can be seen on our [News Pages](#) and [Twitter Feed](#). We are keen for successful candidates, to further develop these links. The current extra-curricular programme can be downloaded from our website: <https://www.croxleydanes.org.uk/200/extra-curricular-1>

Staffing

As a new school, we have an extremely keen, committed and cohesive staff group. The active staff room committee organise social events at least once per term (coronavirus pandemic permitting). We are looking for colleagues who want to make a difference to the lives of the families we serve whilst also developing their own interests and careers; we hope they will, like our current staff, also enjoy working at our school.

School Summary





Resources

Our school is fortunate to be extremely well resourced. There are interactive TVs in all classrooms and software has been purchased to support and facilitate learning and reduce workload: ActivInspire, Show My Homework and Mint Class have all been very well received by teaching staff. There is also considerable investment in curriculum software in all Faculties, for example - Accelerated Reader, Hegarty Maths, Kerboodle, Seneca and Active Learn to name but a few. In the fullness of time, each Faculty will have its own dedicated ICT resources, either through a computing suite of 30 PCs or the provision of 30 laptops. Through a prudent expenditure and staffing plan, the school has been able to provide all the resources requested by staff whilst also developing significant reserves to develop financial resilience at a time when funding is a significant issue in most schools.

Accommodation

The funding envelope for the development of the permanent site and construction of the school building was approximately £30million and therefore **since September 2020** the school has been able to provide first class facilities to create a rich learning environment, which is populated by students and staff who demonstrate a 'can-do' attitude and enjoy celebrating one another's successes. The building has been designed around the faculty system, in which classrooms within a faculty are grouped together, each Faculty benefiting from its own staffroom.

With the permanent site totalling 12.3 hectares, the playing fields are extensive but also many of the aesthetic features of the site, such as an historic lime tree walk and other established shrubs and trees, have been retained to create a landscaping effect which few other schools can offer. In addition to the playing fields, there are dedicated tennis courts and (separate to the tennis courts) dedicated netball courts and a floodlit astroturf pitch.

Our permanent site is situated within walking distance of Croxley Green underground station and a short bus ride from Watford town centre. Opposite the school is a parade of shops and several key bus routes serve the location. Croxley Green itself is a welcoming and cohesive community of which the school is already becoming a part. We hope that this relationship will only grow and flourish with time.

School Summary continued



Our student body is drawn from local families, largely from Croxley Green, West Watford and Rickmansworth. They are engaging, imaginative and enthusiastic learners who are excited about coming to school each day. The video we made of them for our 2017 Open Evening, although shot within days of them arriving at the school, gives a flavour of their character and can be seen [here](#). The videos we created for our 2021 virtual secondary transfer event can be seen [here](#).

Data from recent progress checks shows fantastic attitudes to learning from the vast majority of students and detailed support plans are successful in helping those who find learning more challenging to access the curriculum and work alongside their peers successfully. In terms of their ability on entry, their aggregated overall KS2 scaled scores of 106 is above the national average. Their progress so far is a little hard to evidence comprehensively, as you will appreciate, but all data captures to date indicate that the students are progressing well.

Our numbers on Free School Meals are low (9% FSM). 15% accrue Pupil Premium funding. Our population is ethnically diverse and 24% of students have English as an additional language. 15% of students receive SEND support and five students have an EHCP. We have a highly experienced SENCO who leads a team that includes an SEN Teacher and six learning Support Practitioners (LSPs).

All visitors comment on the pride our students take in their school, the care they show for one another and the delight they express about being students who have the chance to help shape a new school community – a role which they take extremely seriously.

Leadership qualities are already being developed and it is intended to build on opportunities to allow students to lead as the school grows. An extensive student participation programme has been introduced and has been heavily oversubscribed by students wishing to join. A number of groups such as the Student Council, Environment Group and Equalities Team feed into the School Parliament.

The school prides itself on nurturing students' talents, whatever they might be. Students are currently able to join in with a wide range of clubs and activities and our sports teams are starting to chalk up promising results against local schools. To get a full sense of the life our students are able to lead at the school, see our [News Pages](#) or [Newsletters](#) on the school website or follow us on Twitter [@croxleydanes](#).



Our students



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We can offer a range of benefits including:

- Children of staff are admitted under criterion 2 of the secondary transfer admission arrangements, after two years' service
- Exceptional CPD opportunities both within the Trust and across the Herts & Bucks Teaching School Alliance
- We run a yearly induction programme for Newly Qualified Teachers (NQTs) throughout the Herts and Bucks Teaching School Alliance. We have a vast experience of working with NQTs across the Alliance and we see NQT Induction as a means to develop the best teachers in the local area
- Study Assistance Programme
- Comprehensive Employee Assistance Programme
- Membership of the Teacher's Pension Scheme / Local Government Pension Scheme
- Career development opportunities within an expanding Multi-Academy Trust
- Opportunities to expand your professional networks through the Trust's external partnerships e.g. Science & Learning Partnership, Challenge Partners
- £250 New Employee Referral Scheme (i.e. finder's fee) for any qualifying positions that you refer the successful candidate for
- Cycle to Work Scheme
- Occupational Health and an onsite Counsellor
- Free flu jabs
- Free parking
- Staff Committee that organise regular social events



Benefits





CROXLEY DANES SCHOOL

Baldwins Lane, Croxley Green, Rickmansworth
Hertfordshire, WD3 3LR
T: 01923 284483

Headteacher:
Stephen Thompson, MA (Cantab) PGCE

<https://www.croxleydanes.org.uk/>



Dawn Gamble
Recruitment Manager
01923 589699 / 07917 035962
dgamble@danessedtrust.org.uk



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