



Loyauté m'oblige

ST CLEMENT DANES SCHOOL

Appointment Brief for Assistant Headteacher

Danes Educational Trust

MAKING THE DIFFERENCE TOGETHER





ST CLEMENT DANES SCHOOL

Dear Applicant

Thank you for showing an interest in the post of Assistant Headteacher starting in April 2022.

This is an extremely exciting time to join St Clement Danes School and the wider Danes Educational Trust family of schools. St Clement Danes has reached the end of a 6-year £9 million expansion programme including new Art, Maths, Science, Technology, LRC, PE and Sports facilities as well as significant investment in pastoral provision. This expansion, allied with the beautiful setting in 47 acres in the Chilterns, an area of outstanding natural beauty, ensures both students and staff experience a first class learning environment.

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

The Danes Educational Trust currently comprises of 9 schools, 5 of which provide Secondary education; St Clement Danes, Croxley Danes, Chancellor's, Onslow St Audrey's and Elstree Screen Arts Academy. The remaining 4 schools provide Primary education; De Havilland, Ascot Road, Lanchester and Jupiter.

If appointed, you will benefit from teaching within an established Outstanding school, whilst also benefitting from the opportunities of being part of a growing and forward thinking collaborative multi academy trust, making the difference for thousands of students across Hertfordshire.

St Clement Danes is a wonderful blend of tradition and adaptation. We are relentless in the pursuit of excellence in everything we do for students, staff and the wider community. Our key drivers that underpin our vision at St Clement Danes are success for all, character development for all and dignity for all.

St Clement Danes believes diversity makes our school stronger which is why we are a proud equal opportunities employer and encourage all of our staff to bring their authentic selves to work. We believe in fairness in the workplace and we encourage applications from people who identify as Black, Asian and from a Minority Ethnic background, who are underrepresented at the school.

We celebrate diversity so that different cultures can thrive, adding to the richness and experience of our community.

We are looking to recruit an Assistant Headteacher to join our Senior Leadership Team. 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 and the opportunity to share best practice within and beyond St Clement Danes and the Trust through our leadership of the St Clement Danes Challenge Partners Hub.

You should possess excellent leadership skills, be hard working, flexible and professional. You should have the highest 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 St Clement Danes School to continue as a World Class School and as a central part of the local community. If you share our commitment to the development of every child's intelligence and character, we want to hear from you.

Yours sincerely

MR T SUTHERLAND
Headteacher





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 nine schools: St Clement Danes School, Croxley Danes School, Chancellor's School, Onlsow St Audrey's School, De Havilland Primary School, Elstree Screen Arts Academy, Ascot Road Primary School, Lanchester Primary School, Jupiter Primary School 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: Assistant Headteacher
Line Manager: Headteacher
Pay Range; L12 – L16 (Fringe Area)
Work Pattern: Full time
Start Date: Easter 2022



Core Purpose

We are seeking an Assistant Headteacher to assist the Headteacher and Deputy Headteachers with the day to day running of the School and provide professional leadership and management of key areas of responsibility. Flexibility exists to shape the position according to the successful candidate's particular skills and interests.

Main Duties and Responsibilities

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.

Resource and People Management

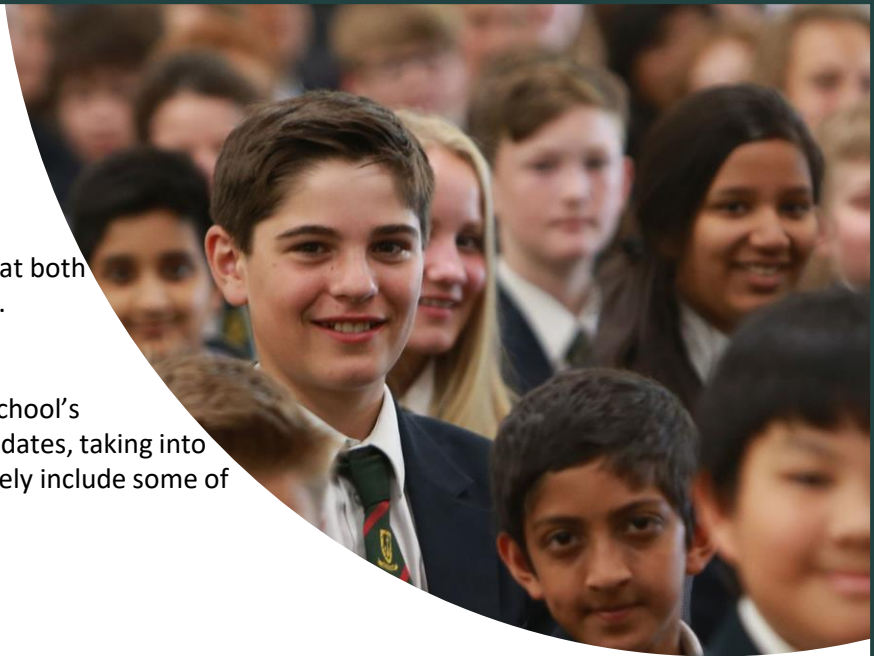
- Line manage middle leaders, teachers and support staff within the team to ensure effective provision and delivery of the curriculum, securing high quality teaching, learning and assessment throughout the Key Stages
- Participate in the recruitment and deployment of teaching and support staff
- Support 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

Job Description





Strengthening Community

- Welcome parental and community involvement in the life and work of the School
- Contribute to building a collaborative learning culture within 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.

Specific Responsibilities

Specific whole School responsibilities, which support the School’s Development Plan will be negotiated with successful candidates, taking into account their skills, experience and interests. These will likely include some of The following areas of responsibility:

- Curriculum and Extra Curricular Development
- Teaching & Learning
- Pupil Premium provision
- Community & Engagement
- Assessment & Monitoring
- Sixth Form Development
- Staff Appraisal, CPDL and Recruitment.

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

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 is 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, external agencies and other visitors to the school.

Job Description continued





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 whole school leadership or the leadership of a large department/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

- 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'.

Leadership

- 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



St Clement Danes School

St Clement Danes is an oversubscribed, highly regarded school situated in Chorleywood on the border between Hertfordshire and Buckinghamshire. It has been led by Toby Sutherland since January 2018, when the previous Headteacher, Dr Josephine Valentine OBE, became CEO of the Danes Educational Trust. With over 1000 applicants for 240 places annually, it is a popular local choice. It is partially selective, allocating 10% of places based on musical aptitude and 10% on the basis of an academic test coordinated through a local consortium of schools. This allows some students to gain places who do not live in the immediate vicinity of the school; however, the majority of students live in close proximity. When last visited by Ofsted, it was awarded outstanding in every one of the then 31 measures. Since then, it has more recently been awarded 'World Class School' status, an accolade awarded to schools who have moved 'beyond outstanding' and currently only held by a small number of schools nationwide. In 2016, it was one of the very first schools to be awarded Platinum Science Mark in recognition of its excellence in science teaching. It has a proud history dating back to 1862 and celebrates an annual Commemoration Service in St Clement Danes Church in the Strand.

The school regularly appears in lists of the top comprehensive schools in the country. In 2019, 70% achieved grade 5 or above in English and Maths. In particular, it prides itself on the progress of its students. In 2019, the Progress 8 measure was +0.48. It is far from being complacent about its success; instead, it is a reflective, innovative, outward looking school which embraces change. There is plenty of scope for the successful candidates to help move the school forward; ensuring that St Clement Danes is consistently 'beyond outstanding' and maintains its outcomes in an ever changing educational landscape is a challenge which excites all members staff.



St Clement Danes is at the centre of system leadership in the region and nationally. It was designated a National Teaching School by the National College for Teaching and Leadership in 2013. Part of its work has been in supporting local schools to improve following poor Ofsted inspections. All schools which it has supported, in both secondary and primary phases, have improved either their Ofsted grading or pupil outcomes or, in most cases, both. It is the founding school of the Danes Educational Trust. This prestigious role puts the school in the front line of developments in teaching and learning and facilitates a close working relationship with the Department for Education. It also ensures that staff have access to superb training opportunities to enable them to develop as practitioners, whatever their field.

St Clement Danes is also the lead school of the Hertfordshire Challenge Partners hub. This is a national organisation at the cutting edge of school improvement which builds long term capacity by organising constructive collaboration and peer to peer evaluation. Meaningful research and development is made possible by the pooling of expertise and resources across schools. Activities range from supporting local school improvement to influencing the national education agenda. The school also leads the Science Learning Partnership and Computer Hub across a wide area of London and the South East. Accessing national resources, the partnership promotes professional development for staff to generate high quality science teaching in all phases of education.

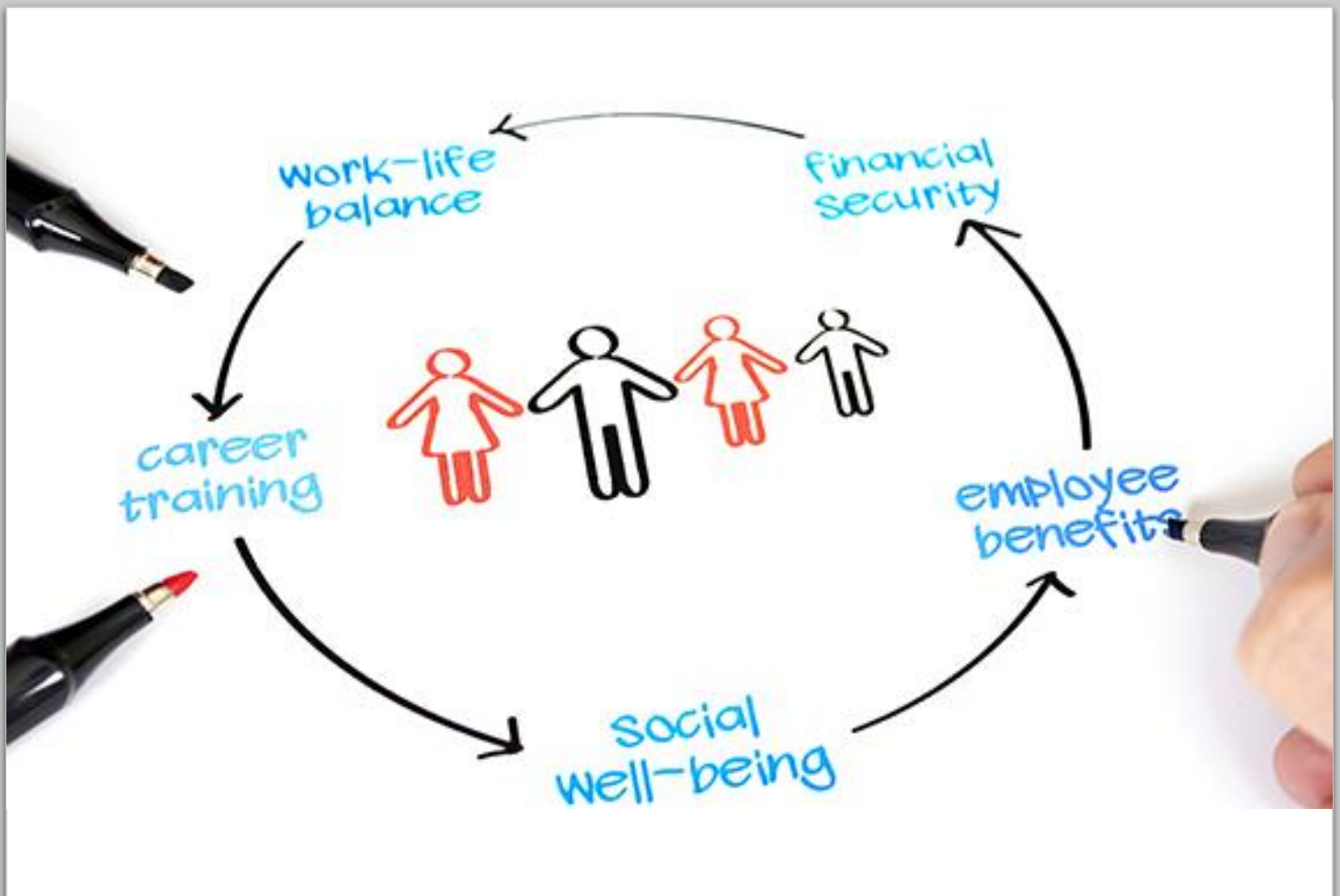
The school's student body is drawn, in the main, from local families, largely from Chorleywood itself and neighbouring villages. All visitors comment on the pride students take in their school, the care they show for one another and for those outside their community through extensive and successful fundraising. Drawing from a relatively affluent area, the numbers on Free School Meals are low (5%). Our school population is ethnically diverse and 8% of students have English as an additional language. 15% of students receive SEND support and 1% have an EHCP or Statement.

School Summary continued



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
- We run a strong and robust induction programme for Early Career Teachers (ECTs). We have a vast experience of working with ECTs and we see ECT 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



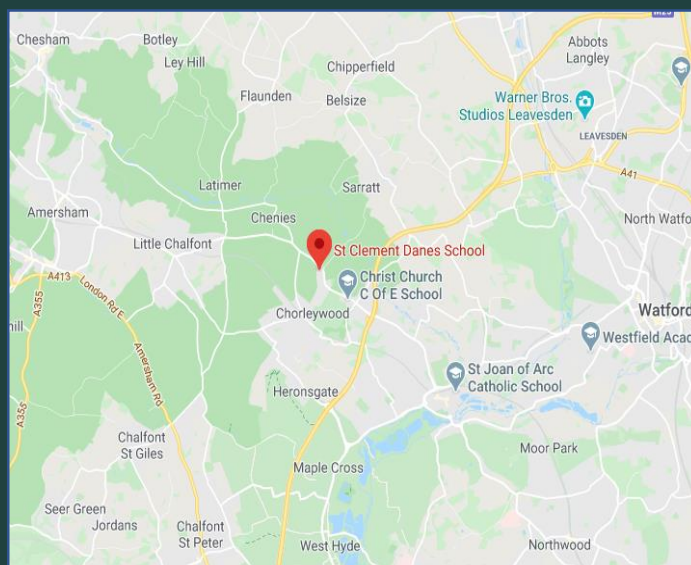


ST CLEMENT DANES SCHOOL

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