

CLAYDON



An academy of the
South Suffolk Learning Trust

**Assistant Headteacher
(Student Standards)**

Required for January 2023

School Information

'Be the best you can be'



Dear Applicant

We know how important it is to choose the right school to work in and this information pack is designed to give you some details about our school and the advertised role.

Our colleague Chris Sim has been promoted to a Deputy Headship locally and, whilst we are sorry to be losing him, we know he is going to be great! However, we are excited about replacing his successor and working with the new Assistant Headteacher to ensure that our students achieve our high expectations about their conduct and behaviour in order to achieve their best outcomes and future life choices.

Our school is committed to providing an inclusive education of the very highest quality. We believe that all students can achieve success with support and challenge and it is through working in partnership that we achieve this. We have high expectations of our students and we ask that they are committed to, and conscientious about, their own learning and show respect and compassion for others.

We are all aware of the unprecedented nature of GCSE results over the last few years but we are proud of having upheld our high standards. As a school our Attainment 8 was 50.3 and 52% of our students achieved a Grade 5 or above in English and Maths. Across most subjects results were very strong.

Ofsted visited us in September 2021 and confirmed their judgement that we remain a good school and the areas they identified for development, were already a focus on our School Improvement Plan. This is an exciting time to be joining the school as we look to take the next steps on our journey to be the best we can be.

We hope this information gives you an insight into our school and we would be delighted for you to visit us to have a tour and meet our staff and students; we are proud of the warm and inviting atmosphere at the school but you will know that it is only through a visit that you can test this for yourself. See dates below. We hope this information captures the things you need to know before making an application; more information is also available via our school website. If you would like to have a chat with myself or arrange a visit to the school, please give my PA Julie Saunders a call on 01473 836110 or email admin@claydonhigh.com.

Good luck in your application.



Maéve Taylor
Headteacher

Tour dates and times:

Tuesday 13th September 9am
Wednesday 14th September 11.30am
Thursday 15th September 10.30am
Monday 19th September 9am
Wednesday 21st September 2pm
Thursday 22nd September 3pm

Join the team at Claydon High School

At Claydon High School we pride ourselves on the welcoming, friendly and collegiate working atmosphere.

We offer:

- ✓ new staff training and induction with ongoing support
- ✓ continuous professional development opportunities
- ✓ bespoke support for career development

"I joined Claydon High School in September and felt instantly welcome. The support staff had already set up my email account, I was given a photocopier code and useful phone numbers, all printed onto a handy-sized piece of card. When a student saw me in the corridor looking at a map, they asked if I needed help and directed me to the correct room! The PD sessions have been excellent and have given me the opportunity to learn new skills and conduct personal research which is pertinent to my role. The friendly and cohesive staff set high expectations for student behaviour, respect and courtesy, which makes the school a harmonious and enjoyable place to work." (Learning Support Assistant, joined 2019)

On a practical level we can provide:

- ✓ cycle to work provision
- ✓ access to our fitness suite
- ✓ childcare voucher scheme

"Having spent a considerable amount of time at my previous school, I was nervously anticipating how it would feel to be part of Claydon High School. Since joining I have not looked back and very much see Claydon as my home. The gratitude and acknowledgement shown by the leadership team and staff towards all colleagues is second to none. This is a wonderful school to work in and my only regret is not joining here sooner. It is a privilege to be part of the Claydon High School community." (Assistant Headteacher, September 2021)

We are incredibly sociable and you will find us:

- ✓ offering free tea and coffee in the staffroom
- ✓ providing breakfast and lunch on PD days
- ✓ celebrating the onset of holidays with staff draws for Christmas and summer hampers or Easter confectionery.

"The warm welcome I received during my visit to the school really made me want to apply for the position of MFL teacher. I have not regretted my decision as Claydon is a fantastic school to work in! Staff and SLT are always here to listen and willing to help when needed and that makes a teacher's life easier." (MFL Teacher, September 2021)

We enjoy working here; why not come and join us?

Information about the school

Claydon High School is an 11-16 school with 776 students on roll. The school serves a predominately rural area to the north and west of Ipswich.

Claydon High School has a long history within the community. The school has been on the site since 1937 and has grown enormously to respond to the demands of each new generation. We constantly work to refurbish and maintain our facilities.

Claydon is a small high school on the outskirts of Ipswich, well served by the A12 and A14. As part of the South Suffolk Learning Trust we are working closely with other academies, including our closest primary school, to share best practice, supporting colleagues in professional development and maximising opportunities for our students. We enjoy excellent liaison with our primary pyramid and other local high schools.

The school has six primary feeder schools, Claydon, Bramford, Witnesham, Somersham, Henley and Sroughton though we frequently draw from over 25 different primary schools and are oversubscribed year on year. We have links with our pyramid of schools and we have established effective liaison and transition, sharing of events, planning and Continuing Professional Development.

We are a Lead Training School for SCITT and are committed to supporting teachers in training and their first few years of teaching alike.

Benefits of working for South Suffolk Learning Trust

We are a forward-thinking Trust and we understand and value that our staff are a precious resource. Our aim is to appoint the highest calibre of staff who are highly motivated, professional and commit to working positively within our vision, values and culture.

What is important in our Trust is that we recruit staff who are as excited as us to work within a culture of collaboration, praise and celebration.

By doing this we will:

- Focus on individuals to ensure there is a steady pipeline of talented and excellent staff
- Develop capacity and capability to drive school improvement
- Be the employer of choice
- Raise outcomes for our young people

When you join our Trust, we have eight clear expectations that every employee is entitled to:

- To be employed professionally
- To be paid on time!
- To be able to discuss flexible working arrangements when circumstances change
- To work in a safe environment
- To be developed professionally
- To have a reasonable work-life balance
- To have the opportunity to have career pathways opened
- To contribute to the strategic vision for our Trust and the school in which you are employed.

Benefits for leaders of being in our Trust ...

- Highly collaborative Trust who have the outcomes and life changes of children at the centre of all it does
- A Trust that is young enough to still be in a developmental phase but developed enough to have established procedures
- A 'bottom up' rather than 'top down' culture
- A team of Heads and senior leaders that love their work and are open, honest and supportive
- High quality central team who can deliver on the business function of the Trust
- High quality improvement strategy that harnesses the talent within our schools and a varied training provision for all

Achievement for all

Our core purpose at Claydon High School is to empower our young people through education.

Our vision is for all Claydon High School students to have a strong sense of identity, show pride in themselves, and compassion towards others. Through embracing challenges they will develop confidence, and by making links across their learning they will have a comprehensive and coherent set of knowledge and skills for their futures. Within an outward looking and inclusive school community our teachers will ignite a passion for learning and inspire our students to strive for excellence, enabling them to contribute to the diverse communities in which they will live and work. These attributes and attitudes, along with a conscientious approach, will ensure all students secure and achieve aspirational choices and destinations so they can be the "best they can be" and "be the best for life".

Our core values are that students CHALLENGE themselves, and demonstrate a COMPASSIONATE and CONSCIENTIOUS approach to their learning so that they are CONFIDENT lifelong learners.

From students we expect that:

- ✓ they are conscientious about their own learning
- ✓ they show respect and compassion towards others
- ✓ they allow others to learn
- ✓ they are tolerant of the views of others
- ✓ they represent the school in the best way they can
- ✓ they adhere to our high expectations
- ✓ they challenge themselves

From parents/carers we ask that:

- ✓ they ensure students attend school regularly and on time
- ✓ students have all the correct equipment and uniform
- ✓ they support the school in maintaining high standards of behaviour
- ✓ they encourage students to work to the best of their ability with both school and homework
- ✓ they sign planners, contact the school if there is a problem and attend consultation evenings

Parents/carers can expect from us:

- ✓ information about progress and achievement
- ✓ high standards and expectations
- ✓ good communication
- ✓ a broad and balanced curriculum
- ✓ support with any concerns
- ✓ guidance on post 16 studying, progression and opportunities available

Staffing**The Senior Leadership Team currently consists of the following:**

Maéve Taylor	Headteacher – Leadership and Management, Governance, Finance, School Improvement and Staffing
Mark Ismay	Deputy Headteacher – Curriculum, Data and Admissions
Ian Harris	Assistant Headteacher – Student Wellbeing (DSL), Safeguarding, Attendance, Medical and Mental Health, Links with external agencies
Faye Hubbard	Assistant Headteacher - Teaching and Learning, Professional tutor for SCITT, ECT lead, CPD
Vacancy	Assistant Headteacher – Student Standards (DDSL), Behaviour, Tutor teams, Primary transition, engagement with parents/carers, intervention, closing the gaps

They are supported by the following Middle Leaders:

Alison Bateman, Joint Head of Science Faculty/H&S Care
Jo Bexley, Head of MFL Faculty
Gareth Cox, Head of Humanities Faculty*
Clinton Davies, Head of Year 11
Abbi Driver, Joint Head of Science Faculty*
Shaun Ewing, Head of Mathematics Faculty
Jo Fisk, Head of DT Faculty
Jo Higgon, Head of LIFE Faculty
Kim Jenkins, Head of Arts Faculty
Josh Knights, Head of Years 7 and 9
Richard Pope, SENDCo*
Hannah Sim, Head of Years 8 and 10
Julia Simpson, Head of English Faculty*

*These colleagues have project posts related to an SLT secondment for the academic year

Student Standards and Wellbeing

At Claydon High School we promote an atmosphere of achievement and success. We want students to see the benefits of working hard to achieve great things. We recognise and celebrate achievement in all areas of school life. Students collect plus points for such things as: academic achievement; effort; progress; attendance; punctuality; uniform and equipment; good behaviour; help around the school and commitment to extra-curricular activities. When a student gains 25 plus points their name is entered into a termly prize draw. Student success is celebrated in the school newsletter and regular letters home are sent for student contribution to school life. There is also public recognition at end of term presentation assemblies and the Annual Awards Evening.

We constantly remind students that they should be behaving in a positive way and we work on choices and consequences to help students make the right decisions about their behaviour and attitudes. We ask staff to be consistent in their approaches and follow the student management policy. We find this avoids any confusion with the students as to the expectations required of them.

Curriculum

Transition Support

We are fully committed to ensuring that Year 6 students enjoy a smooth transition into secondary education. Students will have the opportunity to visit us and participate in subject events. All parents/carers and students are welcome to visit us on Open Mornings and on our Open Evening in September. Our staff visit all the feeder primary schools and work with our new intake in the summer term of Year 6. Prior to their admission each student and their parent/carer will have an interview in June to share information.

- Every day begins with a 20 minute lesson with the form tutor, followed by four 75 minute lessons
- We have a two week timetable

The school day

Time	
8.30 am	Period 1
8.50 am	Period 2
10.05 am	Break
10.25 am	Period 3
11.40 am	Period 4
12.55 pm	Lunch
1.35 pm	Period 5
2.50 pm	End of day

	KEY STAGE 3			KEY STAGE 4	
SUBJECT	Year 7	Year 8	Year 9	Year 10	Year 11
English	7	7	7	7	7
Mathematics	6	6	6	6	6
Science	6	7	6	8	8
Physical Education	3	3	3	2	2
LIFE	2	2	2	1	1
Modern Foreign Languages	4	3	3	4 x Option Subjects 4 lessons/fortnight	
Design Technology (inc Computing)	3	3	3		
Art & Design	2	2	2		
Drama	1	1	1		
Music	1	1	1		
History	3	3	2		
Geography	3	2	3		

Currently the optional subjects offered at KS4 are: Art and Design, NCFE Business Studies, Creative iMedia, Computing Science, Design Technology, Drama, Events Operations, Food Preparation and Nutrition, French, GCSE PE, Geography, Health and Social Care, History, Music, Sociology and Spanish.

At Key Stage 3

- Students study French or Spanish initially in Year 7 and throughout KS3.

At Key Stage 4

- All students study a core curriculum of English, Maths, Science, PE, LIFE (PSHEE/ Citizenship and RE)
- Students will also select an additional four option subjects

Arts Faculty

The Arts Faculty consists of an experienced, dedicated and friendly group of Art and Design, Drama, Music and Physical Education teachers working together in order to provide the highest quality of experience for our students across the different disciplines. Each subject area offers a range of exciting learning opportunities for students as well as a range of extra-curricular and enrichment opportunities. Furthermore, all teachers within the faculty work with colleagues across the school to share good practice and to offer cross-curricular learning opportunities for students. Some excellent GCSE results in all subjects last year shows how committed this team of teachers are in securing the best outcomes for our students.

Design Technology Faculty

The DT Faculty includes specialists in Graphics, Food, Computing and Resistant Materials, all ably supported by the technician team. Engineering is being offered at GCSE this year. Cross faculty and cross curricular learning skills are developed and a lead role is taken with STEM opportunities for students.

English Faculty

The English Faculty at Claydon High School consists of an experienced, dedicated and friendly group of English teachers responsible for the delivery of English Language, and English Literature across Key Stages 3 and 4. The Head of Faculty and Second in Faculty have responsibility for curriculum development, data analysis, monitoring and intervention. They value a supportive and collaborative approach and encourage all staff to participate in the sharing of good practice, curriculum planning and intervention.

Humanities Faculty

The Humanities Faculty consists of an experienced, dedicated and friendly team of teachers responsible for the delivery of Geography and History at Key Stages 3 and 4 as well as Business Studies and Sociology at GCSE. We value a supportive and collaborative approach and encourage all staff to participate in the sharing of good practice, curriculum planning and intervention. As a curriculum area we are committed to delivering a high quality of teaching which results in all learners leaving school with the skills necessary to communicate confidently and effectively in a range of contexts. It is our aim that all students will fulfil their potential and that many will be inspired to develop their enthusiasm and appreciation of the world around them.

Learning Support Faculty

The Learning Support Faculty consists of a team of well skilled and highly dedicated Learning Support Assistants who go above and beyond to help out the students they support. Within the team we have a range of specialisms to support differing barriers to learning. The team is led by an extremely experienced SENDCo who believes that all children should be seen in a holistic manner and not defined or limited by labels. As a faculty we have an inspiration that all students are given the tools to be the best they can be.

LIFE Faculty

Delivering knowledge and skills for life long Learning, Identity, Faith and Employment, this newly created faculty delivers the foundations for students including the syllabi for PSHE, RE and CEIAG.

Mathematics Faculty

The Mathematics Faculty at Claydon High School consists of an experienced, forward thinking team. We are focused on improving the learning experience for our students by using new ideas and innovative approaches. We make learning and understanding Maths an enjoyable experience and students appreciate this. The faculty support cross curricular days where we have worked with Science and DT to develop learning opportunities for students across the school. We have found working with other faculties has allowed for greater cooperation and understanding within the STEM group.

Modern Foreign Languages Faculty

The MFL Faculty are a small team who deliver both French and Spanish across KS3 and KS4. Take up of a language at GCSE is higher than in many schools and this reflects the way students are engaged and enthused by the subject.

Science Faculty

The aim of Science teaching at Claydon High School is to provide an education programme focussed on supporting students to gain a solid foundation of core science knowledge and skills while at the same time inspiring the students with a wonder and excitement of this key curriculum area.

Staff Development

This is a key aspect of this new role so we are keen that the appointed colleague feels empowered to build upon existing structures. We know that continuing professional development is highly important for all staff. We have an in-house CPD programme as well as the opportunity to attend courses run by external providers; we have supported colleagues in following NPQ programmes. We pride ourselves on our induction programme and further training is linked to the performance management process and school improvement priorities. An annual theme for CPD encompasses PD Days and whole school teaching and learning.

The SSLT provide a range of wider staff development opportunities including: coaching, perfecting your practice and outstanding teacher programmes. The first cohort of Trust Specialist Leaders are working Trust wide on key aspects of development.

The successful applicant will play a pivotal role in working in school and across the Trust to build excellent training opportunities for staff.

Extra-curricular Activities

We have a fantastic staff at Claydon High School who offer a wide range of extra-curricular clubs and activities. Our students benefit from so many opportunities they would be impossible to list!! We also have a huge number of trips from different subject areas, many in holidays and over weekends. Staff support of any extra-curricular activity is always very welcome!

Things we are proud of:

- Peer student monitoring
- WOW Week
- Year 11 Revision Boot Camp
- Year 7 transition project
- Visiting speakers and authors
- Readathon
- Music performances
- Drama productions
- Our sports teams
- Year 10 work experience
- The curriculum being enhanced by many varied trips and visits
- Charity fundraising
- Christmas hampers
- Community tea party
- Our results
- Our staff
- Our students!

School development priorities for 2022-2023:

1. Attendance improves at the school and PA is reduced especially for vulnerable groups and PPG
2. To secure improvement in student behaviour to ensure that this is not a barrier to learning
3. Student outcomes improve as a result of teachers' effective assessment and feedback
4. Student outcomes continue to rise across subjects and for cohorts of students as a result of effective interventions and monitoring
5. To promote and maintain student wellbeing, both physical and mental

In conclusion

We look for quality in everything we do and strive to be the very best we can whilst seeking to provide opportunities for our students and staff to experience success, growth and happiness.

How to apply

If you feel you have the qualities to be Claydon High School's Assistant Headteacher and would like to apply for the post I would ask you to complete the following:

- Application Form
- Letter of application - no longer than two sides of A4 outlining the skills and experiences you can bring to the post

The closing date for applications is midday on Wednesday 28th September.

Please send completed forms and letter to Julie Saunders, either by email to admin@claydonhigh.com or by post to Claydon High School, Church Lane, Claydon IP6 0EG.

Visiting the school

We are pleased to offer the following dates for a tour:

Tuesday 13th September 9am
Wednesday 14th September 11.30am
Thursday 15th September 10.30am
Monday 19th September 9am
Wednesday 21st September 2pm
Thursday 22nd September 3pm

We will aim to meet the date and time you have requested, but you may not have a tour by the Headteacher, however, an informal telephone chat can be arranged to answer any questions you may have.

Please email admin@claydonhigh.com to arrange a visit or telephone call.