



An academy of the
Penrose Learning Trust

**Assistant Headteacher:
Teaching and Learning
Required for September 2024**

School Information

'Be the best you can be'

Dear Applicant

Thank you for your interest in the role of Assistant Headteacher at Claydon High School. This role has become vacant following the promotion of a colleague to a Deputy Headteacher role in a local school.

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.

Our school is committed to providing an education of the very highest quality. Our aim is to enable every child to achieve their very best academically, culturally and socially, so they have the widest possible choices and opportunities when they leave Claydon High School. Applicants need to be excellent classroom practitioners and hold the highest aspirations for the young people in our school.

We believe that all students can achieve success with support and challenge and it is through working as a partnership with each other that we achieve this. We have high expectations of our students and we ask that they are committed to their own learning and show respect 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 71% of our students achieved a Grade 4 or above in English and Maths with 42% achieving a 5 or above. Across most subjects, results were very strong. 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 and the new Assistant Headteacher will be a crucial person in helping to shape the direction of the school over the coming years and support students to achieve the very best that they are capable of.

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; visitors and prospective colleagues often comment on the warm welcome they receive here and we invite you to experience this for yourself. We have slots available at the following times when you are welcome to tour the school: Wednesday 17th April 1.30-3.00pm, Thursday 18th April 11.45am-1.00pm, Friday 19th April 2.00-4.30pm, Wednesday 24th April 3.00-4.30pm, Friday 26th April 11.30-1.00pm. If you cannot make any of these times and would like to arrange an alternative time, please contact Julie Saunders, my PA, at the school.

We appreciate that taking the step to apply for a new role can be daunting but we hope this information captures the things you need to know before making an application. If, however, you have further questions please do not hesitate to contact us at the school.

Good luck with your application.

A handwritten signature in black ink, appearing to read 'Mark Ismay', with a stylized flourish at the end.

Mark Ismay
Headteacher

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 felt very welcomed when I started at Claydon. Staff were helpful, supportive, kind and continue to be so. Whether it's for a personal appointment or time needed for a meeting, Claydon is accommodating and understanding. I was also pleasantly surprised by the politeness of students when I first started - holding doors for me and saying hello in the corridor, even from those I don't teach, to name just a few acts of kindness. I'm glad I made the move to Claydon." (Second in English Faculty, September 2022)

On a practical level we can provide:

- ✓ free on-site parking;
- ✓ cycle to work provision;
- ✓ use of the gym and other keep fit opportunities.

"I was lucky to join Claydon High School in January 2023, the support I received in preparation for starting my new role was first rate and really help me settle into life at Claydon High School. Since my arrival I have found all staff to be welcoming and friendly, everyone has helped answer questions I have and helped me during my first term. I have found all staff approachable and knowledgeable. Claydon High School is a community where people care about each other and want the best for all of our students." (Assistant Headteacher, January 2023)

We are incredibly social and you 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;
- ✓ enjoying regular wellbeing activities.

"I was lucky enough to start my career at Claydon High School in 2007 and spent two years at the school. This helped me form a strong foundation for my career. After two years here, I moved onto two other schools and had a range of roles and responsibilities until I made the decision to return to the school as I had such fond memories. I was not disappointed upon my return; the people are still just as warm and friendly and the approach to staff wellbeing is amazing. It's the little attention to details that make you feel like a valued individual." (Maths Teacher, September 2022)

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

Information about the school

Claydon High School is an 11-16 school with 773 students on roll. The school serves a predominantly 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 Penrose Learning Trust we are working closely with other academies, including our closest feeder 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 Sproughton though we draw regularly from over 20 different primary schools. We have very strong links with our pyramid of schools and we have all worked hard together to establish effective liaison and transition, sharing of events, planning and Continuing Professional Development.

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

Penrose Learning Trust

This is a partnership of four high and five primary schools based in South Suffolk and North Essex who aspire to offer the best possible education for our young people; excellence in collaboration is our shared motto.

The vision for the Trust is to inspire and enable all our young people, regardless of background or need, to be the best they can be.

We have just begun work on the Penrose Principles for Teaching and Learning which will underpin work across the Trust.

Achievement for all

Our aim at Claydon High School is to provide a high quality education which helps students to grow and develop as self confident individuals in an environment which is supportive and caring.

We treat students as individuals and help them to achieve the highest standards they are capable of. We have high expectations of students and develop and encourage team work, respect and co-operation; all of these factors help students to grow into self confident individuals, able to take a full and active part in their community. Success and achievement are celebrated and we seek a positive partnership with parents/carers and those in the wider community.

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.

Staffing

The Senior Leadership Team consists of the following:

Mark Ismay	Headteacher
Ian Harris	Deputy Headteacher
Kevin Stronach	Deputy Headteacher
Drew Nash	Assistant Headteacher
Vacancy	Assistant Headteacher

They are supported by the following Middle Leaders:

Alison Bateman, Joint Head of Science Faculty/H&S Care
Jo Bexley, Head of MFL Faculty
Paul Bradley, Head of Year 9
Alex Buxton, Head of Year 8
Gareth Cox, Head of Humanities Faculty
Abbi Driver, Joint Head of Science Faculty
Shaun Ewing, Head of Mathematics Faculty
Jo Fisk, Head of DT Faculty
Kim Jenkins, Head of Arts Faculty
Josh Knights, Head of Year 10
Richard Pope, SENDCo
Nathan Rawlings, Head of LIFE Faculty
Hannah Sim, Head of Year 11
Julia Simpson, Head of English Faculty
Kirsty Wilson, Head of Year 7

Student Management

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.

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 behaviour policy.

Premises and Facilities

We are proud to be able to offer our students:

- Purpose built subject classrooms
- Biology, Chemistry and Physics laboratories
- Fully equipped rooms for Art and Technology
- Four ICT suites with additional laptops and tablets
- Careers Centre
- Student Services area
- Fully equipped studios for Music and Drama
- Community use Sports Hall
- A well-equipped fitness suite
- Multi sports surface
- A Learning Resource Centre

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	6	6	8	8
Physical Education	3	3	3	2	2
LIFE	2	2	2	1	1
Modern Foreign Languages	4	4	3	4 x option subjects 4 lessons per fortnight	
Design Technology & Computer Science	3	3	3		
Art & Design	2	2	2		
Drama	1	1	1		
Music	1	1	1		
History	2	3	3		
Geography	3	2	3		

Currently the optional subjects offered at KS4 are: Art and Design, NCFE Business Studies, Computing Science, Design Technology, Drama, Engineering, French, Geography, Health and Social Care, History, Hospitality and Catering, Music, PE, Sociology and Spanish.

At Key Stage 3

- Students study French or Spanish initially in Year 7 and this continues through Years 8 and 9

At Key Stage 4

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

LIFE Faculty

Delivering knowledge and skills for Lifelong 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

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 pride ourselves on our induction programme and further training can be requested as part of our performance management process. An annual theme for CPD encompasses PD Days and whole school teaching and learning.

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
- Year 11 Revision Boot Camp
- In house staff CPD programme
- 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 2023-2024:

1. Developing a culture of belonging
2. Promoting our high expectations and standards
3. Offering exciting learning opportunities to ignite a student's passion for education

In conclusion

We look for quality in everything we do and strive to be the 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, in particular I would like to know about a recent initiative you have introduced to develop teaching and learning across a team of people

The closing date for applications is midday **Monday 29th April 2024**.

Please send completed forms and letter to hr@penroselearningtrust.uk.

Visiting the school

We have slots available at the following times when you are welcome to tour the school:

Wednesday 17th April 1.30-3.00pm
Thursday 18th April 11.45am-1.00pm
Friday 19th April 2.00-4.30pm

Wednesday 24th April 3.00-4.30pm
Friday 26th April 11.30-1.00pm.

If you would like to visit us on one of the above slots please email admin@claydonhigh.com.
If you cannot make any of these times and would like to arrange an alternative time for a conversation about the post please contact Julie Saunders, my PA, at the school.

Interview dates will be during w/b Tuesday 6th May 2024.

Programme for interviews

Applicants who are called for interview will be sent a programme with further details including timings of the day.