



CROXLEY DANES SCHOOL

Appointment Brief for
Head of Year

Danes Educational Trust

MAKING THE DIFFERENCE TOGETHER





CROXLEY DANES SCHOOL

Dear Applicant,

Thank you for showing an interest in the post of Head of Year 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 five schools: St Clement Danes School, Croxley Danes School, Chancellor's School, Onslow St Audrey's School and De Havilland Primary School. 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 with 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 a Head of Year who can provide highly effective pastoral care to promote and secure a culture in which students are supported to become confident and successful individuals. We look for talented and committed people and work hard to keep them, helping them to reach their full potential. In return we offer exceptional CPD both within the Trust and through the Herts & Bucks Teaching School Alliance.

You should possess excellent communication and organisational skills, be hard working, flexible and professional. Have high expectations of students, colleagues and yourself, displaying energy and enthusiasm in and out of the classroom, contributing to the school's overall success. A willingness to contribute to other areas of school life would be welcome.

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 five schools: St Clement Danes School, Croxley Danes School, Chancellor's School, Onlsow St Audrey's School, De Havilland 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: Head of Year

Line Manager: Deputy Headteacher

MPS/UPS (Fringe Area) + TLR 2c

Required 1st September 2021

Core Purpose

We are seeking a Head of Year who can provide highly effective pastoral care to promote and secure a culture in which students are supported to become confident and successful individuals.

The year group will be discussed at interview. All subject specialisms will be considered; however, we are particularly keen to hear from candidates qualified to teach English, Maths, Science, Drama and Humanities.

Main Duties and Responsibilities

- General Responsibilities Relating to the Year Group
- Lead and monitor student well-being
- Ensure high standards of behaviour and uniform are maintained
- Ensure that academic monitoring of students is carried out efficiently and effectively, in liaison with the Senior Leadership Team (SLT) Line Manager, curriculum leaders and other SLT members
- Ensure the provision and monitoring of PSPs and RAMPs
- Contribute as appropriate to the provision and monitoring of student passports and IEPs for students with Special Educational Needs in liaison with the SENCO
- Ensure the effective use of Support Staff for the administration of pastoral matters
- Communicate regularly with parents and carers to ensure that students' needs are met and any issues addressed in a timely manner
- Monitor the punctuality and attendance of students and the associated record keeping by staff and take appropriate action where necessary, in liaison with Attendance, Medical and Welfare Support Staff and Line Manager as appropriate
- Liaise with external agencies to sign post and offer additional support to students
- Meet formally and informally with the SLT Line Manager on a regular basis
- Participate in the weekly duty rota alongside SLT members
- Contribute to decision making regarding academic pathways for students in their transition from Key Stage 4 (if responsible for Year 9)
- Work in conjunction with curriculum leaders to determine learning strategies for students within the Year Group
- Gather and analyse students' views on pastoral provision to contribute to school self-evaluation
- Attend Pastoral Management meetings
- Conduct parental surveys as necessary to obtain feedback on pastoral provision
- Undertake additional tasks as directed by the SLT Line Manager

Form Tutors within the Year Group

- Lead and support teams of form tutors
- Work closely with the Head of Personal Development to co-ordinate and monitor the quality of delivery of the Personal Development and SRE programme by form tutors
- Meet regularly with form tutors, both formally and informally
- Ensure that student records are maintained, in liaison with form tutors and support staff
- Liaise with form tutors after each data collection to arrange appropriate student support strategies to improve learning and/or behaviour

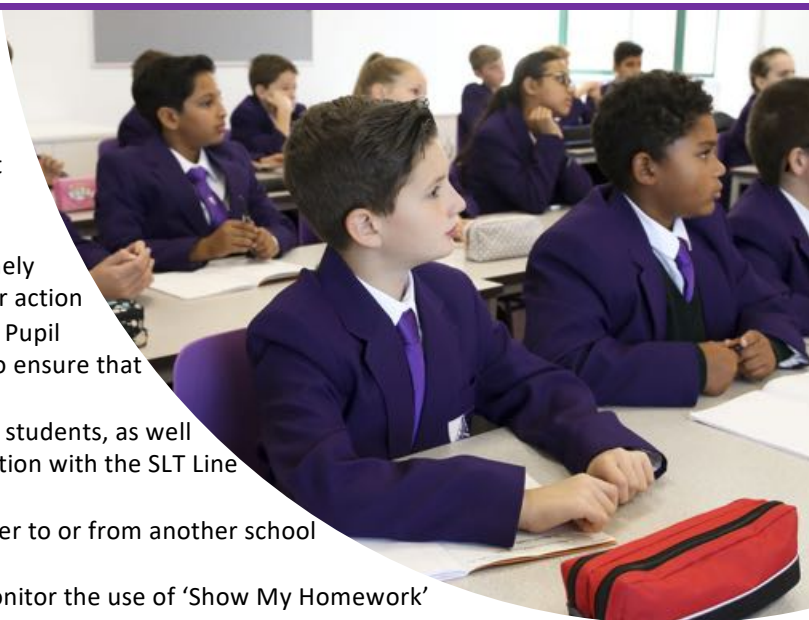
Students within the Year Group

- Promote and co-ordinate activities which generate a sense of community and social well-being for students
- Monitor behaviour and rewards on SIMS and ensure appropriate interventions or support are put in place as necessary
- Liaise with appropriate members of the SLT to assist in the organisation of Year 9 GCSE options process (if responsible for Year 9)

Job Description



- Ensure all bullying issues are dealt with in a prompt and effective manner
- Conduct investigations into incidents promptly and efficiently, providing the SLT Line Manager with timely and accurate information and recommendations for action
- Ensure equality of access for all students (including Pupil Premium), suggesting measures where necessary to ensure that the school's Equality Duty is met
- Monitor the attitude to learning and progress of all students, as well as any specific sub groups or individuals, in conjunction with the SLT Line Manager and other senior leaders
- Assist students and parents in the process of transfer to or from another school as necessary
- Arrange homework timetables for students and monitor the use of 'Show My Homework'
- Identify specific concerns and take appropriate action
- Arrange any mentoring programmes for individuals / groups of students as deemed necessary in response to academic / pastoral information



Communication within and about the Year Group

- Prepare and lead regular pastoral meetings for the form tutor team
- Attend Pastoral Management Meetings
- Co-ordinate the collation of information received from staff, parents and outside agencies (such as Chessbrook, CAMHS, SW Herts Families First, Social Care, Police etc) regarding individual students within the year group
- Communicate with the Designated Lead for CLA or Previously CLA in relation to the school's provision for Looked After or Previously Looked After Children

Parents of the Year Group

- Keep parents informed of students' progress and behaviour and organise parental meetings as necessary
- Ensure that arrangements for Parents' Consultation Evenings, Options Evenings and Parent Workshops are made and communicated in a timely manner, liaising with the SLT Line Manager as necessary

Specific Responsibilities

- Lead regular Year Group assemblies
- Supervise the entering and leaving of students at full school assemblies
- Oversee Litter Duty arrangements
- Supervise Pastoral Detentions on a rotation
- Co-ordinate and oversee bus duties, creating a rota of tutors and monitoring their presence at the start of each duty

Designated Senior Person Responsibility

- To receive DSP Level 2 safeguard training to enable the post holder to assist the DSP / Deputy DSP in cases linked to the year group
- Keep accurate Child Protection information in collaboration with the DSP and Deputy DSP with the use of CPOMS, ensuring that this is updated in a timely manner.
- Refer all cases of suspected abuse to the DSP / Deputy DSP or directly to:
 - the local authority children's social care
 - Police (cases where a crime may have been committed).
- Liaise with the DSP to inform them of issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations
- Alongside the DSP, act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies
- Training
- Raising Awareness
 - Assist the DSP / Deputy DSP in ensuring the Trust's policies are known and used appropriately
 - Where children leave the school, assist the DSP / Deputy DSP in ensuring their child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained.

Job Description continued.



DANES EDUCATIONAL TRUST

**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 Deputy 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.



DANES EDUCATIONAL TRUST



We would like you to have:

Qualifications

- Graduate and qualified teacher
- Experience of having undertaken continuing professional development

Knowledge & Experience

- Experience of being a successful form tutor
- Understanding of current educational issues
- Understanding of effective pedagogy
- Understanding of how data can be used to drive up standards through intelligent intervention programmes
- Experience of teaching at all levels 11-18

Personal qualities

- Passion for education in its widest sense but also a keen interest in pastoral care
- 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
- 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 hold people to account effectively
- Proven solution-provider
- Intellectual curiosity

Person Specification





Croxley Danes School

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 Faculty Co-ordinator. 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 an identical 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 equivalent progress. When the students reach Key Stage 4 they will 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 curriculum booklet, 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 will be 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. 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



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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, 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 **from September 2020** the school is 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 will be dedicated tennis courts and (separate to the tennis courts) dedicated netball courts and a floodlit astroturf.

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 as we move into our permanent building.

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 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
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T: 01923 284483

Headteacher:
Stephen Thompson, MA (Cantab) PGCE

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



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