



Loyauté m'oblige

ST CLEMENT DANES SCHOOL

Appointment Brief for
KS3 Mathematics Coordinator

Danes Educational Trust

MAKING THE DIFFERENCE TOGETHER





ST CLEMENT DANES SCHOOL

Dear Applicant

Thank you for your interest in the post of KS3 Mathematics Coordinator starting in September 2021.

St Clement Danes is an oversubscribed, highly regarded school situated in Chorleywood on the border between Hertfordshire and Buckinghamshire. 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. When last visited by Ofsted, it was awarded outstanding in every one of the then 31 measures. It has more recently been awarded 'World Class School' status, an accolade awarded to schools who have moved 'beyond outstanding'.

St Clement Danes has a proud history dating back to 1862 and celebrates an annual Commemoration Service in St Clement Danes Church in the Strand. Outcomes at all levels are excellent and in particular the school prides itself on the progress of its students. In 2019, the Progress 8 measure was +0.48. There is plenty of scope for you to help move the school forward; ensuring that St Clement Danes is consistently 'beyond outstanding'.

St Clement Danes is an outward facing school, it leads the Herts & Bucks Teaching School Alliance, is the lead school of the Hertfordshire Challenge Partners hub, leads the Science Learning Partnership across a wide area of London and the South East and is one of a select few National Computing Hubs. We are proud to be part of Danes Educational Trust, more information about the Trust can be found [here](#).

Relationships between staff and students are a great strength of the school. Students respect staff and appreciate their efforts as they "move from one high-quality learning experience to another." The school prides itself on nurturing students' talents, whatever they might be as evidenced by phenomenal success in sport, wonderful drama productions and an enviable programme of music.

The school site has benefited from extensive investment over recent years including an art and maths building, dance studio, learning resource centre and pastoral hub. The school is clean, green and well cared for; visitors remark on the attractive working environment enjoyed by staff and students alike.

Working at St Clement Danes means working with a talented, inspirational, and innovative team of teachers and support staff at the heart of the local community. We believe in making a real and lasting positive difference to every learner's life at St Clement Danes. If you share our commitment to educational excellence, 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 six schools: St Clement Danes School, Croxley Danes School, Chancellor's School, Onslow St Audrey's School, De Havilland Primary School, Elstree Screen 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: KS3 Mathematics Coordinator
Line Manager: Head of Mathematics Faculty
MPS/UPS plus TLR2b
Required from 1st September 2021

Core Purpose

To provide leadership and direction for KS3 Mathematics and ensure that it is managed and organised to meet the aims and objectives of the faculty.

Main Duties and Responsibilities

To support the HOF in securing high standards of teaching and learning as well as playing a significant role in the development of faculty policy and practice.

Teaching and Learning

- Keep up to date with new initiatives in Key Stage 3, ensuring that teachers are aware of the requirements of current and imminent Key Stage 3 curricula
- Establish a climate where resources and good practice are shared across the faculty
- Provide guidance on the choice of appropriate teaching and learning methods; take action to improve if necessary
- Ensure that students of all abilities (including SEND and MAST students) have access to appropriate material through a range of resources and teaching strategies
- Support the development of students' literacy, oracy, numeracy and information communication technology skills through the subject where relevant
- Support the establishment of high expectations and ensure that clear, challenging and personalised targets are set for student achievement
- Establish clear policies for assessing, recording and reporting on student achievement
- Use data effectively to identify students who are underachieving in the subject and establish a system for effective intervention within the Key Stage, managing logistics and deploying staff as appropriate
- Evaluate progress of faculty and cohorts at key points in the academic year
- Support staff in their management of students, both academically and behaviourally with advice and strategies
- Manage internal assessment catch-up sessions and intervention for Key Stage 3
- Establish a partnership with parents to involve them in their child's learning
- Organise opportunities for extra-curricular enrichment

Leading and Managing Staff

- Help staff to achieve constructive working relationships with students and establish clear expectations and constructive working relationships among staff involved with Key Stage 3
- Ensure that all new teachers are appropriately supported and effectively inducted in the requirements of Key Stage 3
- Assist the HOF with the appraisal of staff as required by school policy, ensuring that necessary training needs are provided and evaluated
- Identify realistic targets for the development of the subject(s)

Job Description



**Efficient and Effective Deployment of Staff and Resources**

- Inform HOF of the priorities for expenditure which support both whole school and faculty aims and objectives
- Ensure the effective and efficient management and organisation of faculty resources

Communication and Liaison

- Communicate effectively with members of the department through formal and informal meetings and briefings
- Meet regularly with HOF over matters relating to Key Stage 3 including setting
- Liaise with other staff, including Key Stage Pastoral Managers and Assessment & Monitoring Coordinator on matters relating to the faculty

Examinations and Administration

- Manage and administer Key Stage 3 internal assessments
- Manage moderation for Key Stage 3
- Debrief the department on Key Stage 3 performance in internal assessments, identifying strategies to address underperformance

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 Head of Maths Faculty.

Contacts

The post holder will work with all members of staff in the school and have contact with students, parents, governors, advisors and other specialist visitors to the school.



We are looking for ...

Knowledge, Experience and Training

Essential:

- Qualified Teacher Status
- A record of outstanding classroom practice
- Excellent interpersonal skills to facilitate effective communication with a range of stakeholders
- Excellent team working skills
- Strong leadership and organisational skills
- The ability to work with and interpret data reporting systems
- Clear understanding of the impact of effective study skills and intervention programmes on student outcomes
- An innovative and flexible approach
- The ability to show initiative, to multi-task and develop existing skills
- Evidence of continued professional development and learning
- 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'.*

Desirable:

- Ability to teach Maths at A-level and recent experience of teaching Maths at GCSE and A level
- Experience of leading other staff
- Experience and evidence of a positive impact in a similar role
- Evidence of CPD related to this role

Person Specification





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. During the tenure of the former Headteacher, outcomes at all levels improved significantly, with cohorts of students whose ability on entry at Key Stage 2 has remained broadly similar. In 1999, 59% of students achieved 5A*- C at GCSE; 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 leads the Herts & Bucks Teaching School Alliance, a group of educational organisations in the south of Hertfordshire and Buckinghamshire who collaborate to promote exceptional standards of education. 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 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 (2.5%). Our school population is ethnically diverse and 8% of students have English as an additional language. 13.6% of students receive SEND support and 0.76% 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 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



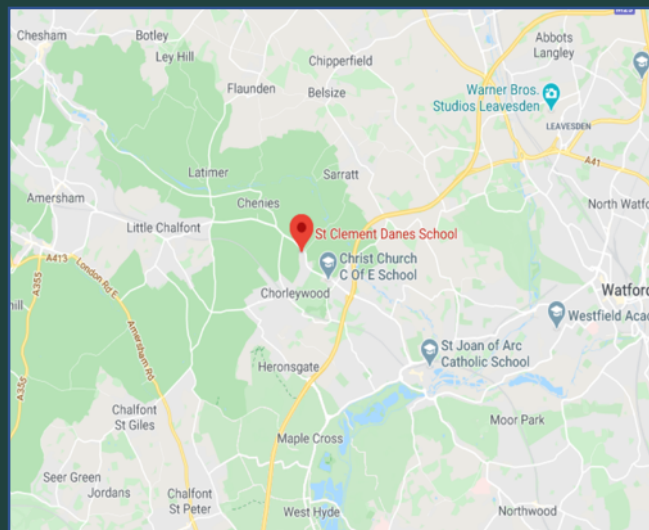


ST CLEMENT DANES SCHOOL

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DANES EDUCATIONAL TRUST