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**Copthall School**

**Candidate Information Pack**

**Teacher of Design & Technology**



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***A Positive Learning Environment that inspires a passion for learning so that every student progresses and thrives***

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Dear Candidate

Thank you for your interest in the position of Teacher of Design and Technology at this exciting time for our organisation. I would like to welcome you personally, and I hope that you will find here all the information you need to inspire you to join our team.

2020 was an immensely challenging year for our school community and the world at large, it meant that our school gates closed on 20th March and did not fully re-open until September 2020. This meant that as educators we were unable to do what we do best, which is building relationships with our students so that they become confident and aspirational learners. However, we quickly adapted to new ways of working. Both staff and students rose to the challenge and we weathered the storm, which made us stronger as a school community.

On return, we spent time reintegrating and re-establishing the important things which bind us together; our school values. They permeate our school and make us a great school to work at and a wonderful place to learn. We put well-being and relationships at the heart of what we do, so that no student or staff member is left behind and everyone feels like they have a voice and a place on our school.

Copthall’s journey thus far has been one of success and collaboration and I remain immensely proud to lead this wonderful school.

Our school is unstoppable in its pursuit of Excellent Education for All, which has been highlighted by Ofsted 2018. We have been recognised for the rapid transformation and excellent progress of students and have been awarded **Good** status. The full report can be accessed using the following link: <http://www.copthallschool.org.uk/226/ofsted>

Our Governing Body is strong and highly ambitious for the school. Their recent award by the NGA for Outstanding Governance is further evidence of their ambition. They have a wealth of expertise in a range of areas and are very committed to ensuring we deliver first class educational opportunities to the communities we serve and make a difference to the lives of the girls who learn with us.

Copthall continues to go from strength to strength as we raise standards, enrich the lives of our students, focus on staff wellbeing and workload and continue to be a good and improving school. Our priority remains the same in that we offer our students a highly personalised academic experience – one that ensures that all our students receive an excellent education. We have an extensive enrichment programme involving mentoring, cultural activities/visits/trips, STEM workshops, a full careers programme and a range of partnership opportunities involving universities, businesses, charities and alumnae.

In addition, our collaboration with Mill Hill Independent School offers a range of joint opportunities for all students from leadership, tutoring, philanthropy extended projects and a variety of bespoke and unrivalled programmes that benefit our young people.

In preparing our students for the future we will endeavour to provide them with the skill set they will need including complex problem solving; critical thinking; creativity; emotional intelligence; judgement; and decision making; negotiation and cognitive flexibility. We want to ensure they play important influential and aspirational roles, ready to make a positive contribution to society.

We want you to look forward to each day at our school. We expect hard work, skill and dedication to our core values, and in return we will provide you with outstanding experiences and training opportunities. We have a strong focus on staff well-being and have a range of incentives including staff yoga and staff well-being days.

If you feel you can make a positive contribution to our school, please apply online via our website, [www.copthall.barnet.sch.uk](http://www.copthall.barnet.sch.uk). If you would like to discuss a role or have any queries, please call 0208 959 1937 or email recruitment@copthall.barnet.sch.uk. Visits to the school are also encouraged and welcomed.

I look forward to receiving your application.

Yours sincerely



Evelyn Forde MBE

**Headteacher**

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**ABOUT COPTHALL**

As a girls’ non-selective comprehensive academy, Copthall offers the rare opportunity of single-sex education for students of all abilities. We are a values driven school which was noted by Inspectors in May 2018 when they commented “The school’s values of respect, equality for all, support and safety, aspiration and responsibility underpin this improving school’

Many girls stay on to join our vibrant Sixth Form, from where the vast majority progress to higher education, with a number achieving places at Russell Group universities. In addition, the school also offers a strong and varied vocational curriculum. “Students benefit from strong teaching and outcomes, which are rigorously checked by effective leadership in the sixth form” *Ofsted 2018.*

**OUR LOCATION**

Copthall School is located in one of London’s more prosperous and leafy boroughs and the area offers a wealth of good quality social, sporting and shopping facilities. That does not mean however, that we do not have to face social issues similar to many inner-city schools and there is a substantial amount of deprivation in our catchment area.

**VISION AND VALUES**

Our Vision and Value statements are borne from our commitment to girls’ education, we want to ensure that they can take their rightful place in society. We work together to communicate the vision so that any obstacles to success are removed.

**Mission Statement:** Excellent education for all - *A Positive Learning Environment that inspires a passion for learning so that every student progresses and thrives*

**Values:**

* **Respect:** Pride and respect in the cultural diversity of our school and the global environment in which we live
* **Equality for all:** An environment of kindness and tolerance that demonstrates equality for all
* **Support and Safety:** A school that cares and is inclusive, supportive and safe for all
* **Aspiration:** Expectation and celebration of high standards of aspiration and achievement in learning and life
* **Responsibility:** Being responsible and ready for learning

**Vision Statements:**

* **EMPOWER**: To create an environment that empowers every member of our diverse school community to thrive
* **PREPARE**: To foster progression, adaptability, resilience, creativity and empathy in our young women preparing them with the skills and qualities to succeed and have choices in their adult life
* **FIRST CHOICE**: To be a first-choice school for young women
* **BROAD & ASPIRATIONAL**: To provide a broad, relevant and aspirational education
* **PASSION FOR LEARNING**: To create a positive learning environment that inspires a passion for learning so that every student progresses and thrives
* To create a positive learning environment that inspires a passion for learning so that every student progresses and thrives (this is the teaching and learning vision)

**FOCUS**

We have a relentless focus on improving teaching and learning; this includes collaborative planning and coaching, both of which have been hugely developmental for staff. The way we improve teaching is through a series of steps which allow teachers to improve on one aspect of their teaching at a time before moving onto another area. We also use leadership coaching, according to need. Both models facilitate teachers to spend significant time on chosen aspects of their practice, in line with research into effective professional development and the motivating effect of autonomy.

The DNA of our school is *good* and we will continue to strive for excellence. The Governors and I hope you would want to be part of our journey.



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**Job Description: Teacher**

**Responsibilities:**

1. To work within the framework of national legislation and school and LEA policies.
2. To teach classes, sets, groups or individual students as required within the agreed timetable setting suitable work to be undertaken both in school and at home.
3. To plan and prepare individual lessons appropriate to the needs, interests, experience and existing knowledge of students.
4. To contribute to the planning of courses and schemes of work within the department and/or faculty.
5. To mark and assess students’ work and to record their development, progress and attainment.
6. To maintain good order, discipline and respect of others; to promote understanding of the school’s rules and values; to safeguard health and safety and to develop relationships with, and between students, conducive to optimum learning.
7. To maintain an attractive and stimulating classroom environment and to contribute to displays in the school as a whole.
8. To support school policies and aims and to take part in whole school reviews of policy.
9. To provide and contribute to oral and written assessments, reports and references relating to the development and learning of individual students and groups of students.
10. To attend parents’ evenings.
11. To evaluate and review one’s own teaching methods, materials and schemes of work on a regular basis and to make changes as appropriate.
12. To keep up to date with current educational thinking and practice, both by study and by attendance at course, workshops and meetings; to take part in appraisals reviews of one’s work as arranged by the Head of Department or Headteacher.
13. To maintain professional standards in dress and behaviour.
14. To support or take part in the corporate life of the school.
15. To set suitable work for classes when absent and to cover for absent colleagues as necessary.
16. To work in co-operation with other members of staff, parents and governors.
17. Such other duties as shall from time to time be agreed with the Curriculum Leader and the Headteacher.

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