CROXLEY DANES SCHOOL

Appointment Brief for KS3 Maths Coordinator

Danes Educational Trust

MAKING THE DIFFERENCE TOGETHER

CROXLEY DANES SCHOOL

Dear Applicant,

Thank you for showing an interest in the post of KS3 Maths Coordinator 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 KS3 Maths Coordinator with a strong grasp of good and outstanding teaching, confident in their ability and able to consistently deliver effective lessons and learning with a positive approach. 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. You should 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

Danes Educational Trust

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Job Title: KS3 Maths Coordinator

Line Manager: Head of Maths Faculty

Pay Range: MPS/UPS (Fringe Area) TLR2b

Required from 1st September 2021

Core Purpose

To provide leadership and direction for Key Stage 3 within the faculty and ensure that it is managed and organised to meet the aims and objectives of the school.

Main Duties and Responsibilities

To be responsible for securing high standards of teaching and learning through curriculum development and continual pedagogical innovation, resulting in student performance matching or exceeding school expectations. To play a role to quality-assure the implementation of school policy and practice and to be responsible, like all other staff, for safeguarding and promoting the welfare of students

Leadership

- Lead and line manage staff on matters pertaining to Key Stage 3
- Provide the Head of Faculty with relevant student performance information as part of the faculty's self- evaluation cycle
- Contribute to quality assurance programmes within the faculty, such as lesson observations, learning walks, work scrutiny and student conversation
- In collaboration with the Head of Faculty, identify and implement strategies to address improvement needs

Strategic Direction

- Overview and evaluate performance at Key Stage 3 in discussion with the Head of Faculty and teaching staff and provide future targets based on such evaluation and discussion
- Ensure short, medium and long term plans are established for the development and resourcing of Key Stage 3 which contribute to whole-school aims, policies and practices and identify realistic targets for the development of the department
- Manage change effectively, deploying staff and resources to maximise curriculum outcomes
- Implement policies and practices within Key Stage 3 which reflect whole school and faculty aims and objectives
- Create a climate which enables other staff to develop and maintain positive attitudes towards their subject and teaching it
- Demonstrate both enthusiasm and high standards of teaching to members of the faculty and to students

Teaching and Learning

- Establish the curriculum intent and expectations for implementation at Key Stage 3. Ensure effective curriculum coverage, sequencing, continuity and progression in the subject areas for all students by all members of the department
- Ensure that teachers are clear about the end points of teaching modules and how lesson sequencing will support knowledge acquisition.
- Ensure that teachers are clear about the learning objectives of lessons and through the provision of resources provide guidance on appropriate teaching and learning methods
- Ensure the development of students' literacy, numeracy and ICT skills and SMSC knowledge through the department's curriculum intent and implementation
- Follow faculty policies for assessing, recording and reporting on student achievement, using feedback to set targets for further improvement within the department
- Establish high expectations and ensure that clear targets are set for student achievement including for those with special educational needs, pupil premium status and the most able

Job Description



Teaching and Learning (continued)

- In conjunction with teachers regularly monitor the progress of all students, using data effectively to identify students who are underachieving, creating plans of action where necessary to support recovery. This includes a provision plan for students transitioning to the school below age-related expectations.
- Establish a partnership with parents to involve them in their child's learning and develop links with the local community and relevant organisations to support the department's curriculum intent and implementation
- Instigate, monitor and evaluate intervention strategies where appropriate
- Identify and nurture opportunities for students to engage beyond the taught curriculum through extra-curricular activities and educational visits

Leading and Managing Staff

- Provide opportunities for staff development and enrichment through the appropriate allocation of tasks and membership of whole school working parties
- Help staff to achieve constructive working relationships with students and colleagues based on clear expectations
- Oversee the appraisal of faculty staff as required by Trust policy, identifying staff needs with regard to Continuing Professional Development and Learning (CPDL)
- Support the Head of Faculty in ensuring that all new teachers are appropriately trained, monitored, supported, assessed and effectively inducted into the faculty
- Encourage staff to discuss developing ideas in their subject and foster an atmosphere of discovery to enhance their perception of the subject

Efficient and Effective Deployment of Staff and Resources

- Identify timetabling, staff and resource needs for Key Stage 3 and inform the Head of Faculty of likely priorities for expenditure in close connection with school policies and subject development plans
- Ensure the effective and efficient management and organisation of learning resources including ICT
- Use accommodation to create an effective and stimulating learning environment in which health and safety risks are properly assessed
- Maintain effective control for allocated capitation for Key Stage 3

Communication and Liaison

- Communicate effectively with members of the faculty through formal and informal meetings and briefings
- Meet regularly with the Head of Faculty over matters relating to the development, as well as personal professional development
- Meet regularly with teaching staff to support the accomplishment of both whole school, faculty and department aims and objectives
- Liaise with other key staff, including Exams Officer, SENCO, Heads of Years and support staff on matters relating to Key Stage 3
- Communicate with parents as appropriate
- Represent and promote the department at relevant school events and talks, such as, but not limited to, the GCSE Options evening and the Sixth Form Admissions Event
- Oversee the deployment of assigned prefects and other student representatives to support department development



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, advisors and other specialist visitors to the school.

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



We are looking for …

Knowledge, Experience and Training

Essential:

- Holder of Qualified Teacher Status (QTS)
- A passion for teaching and education in its widest sense
- Excellent subject and curriculum knowledge
- Experience of teaching at all Key Stages and demonstrating a positive impact on student progress and outcomes
- Ability to articulate an ambitious and appropriate vision for the department
- Ability to set high expectations which inspire, motivate and challenge both staff and students
- Ability to manage staff with structured challenge, support and CPD
- Ability to coach and train others to be highly effective teachers
- Ability to analyse and use data to raise departmental performance
- Excellent interpersonal skills to facilitate effective communication with a range of stakeholders
- A willingness to undertake Continuing Professional Development and Learning (CPDL)
- The ability to show initiative, to multi-task and develop existing skills
- Ability to demonstrate patience, flexibility and a sense of humour
- Ability to cope with pressure and demonstrate a calm and measured response
- 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:

- Holder of NPQML qualification or additional further professional qualifications
- Experience and evidence of a positive impact in a similar role

Person Specification

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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.



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

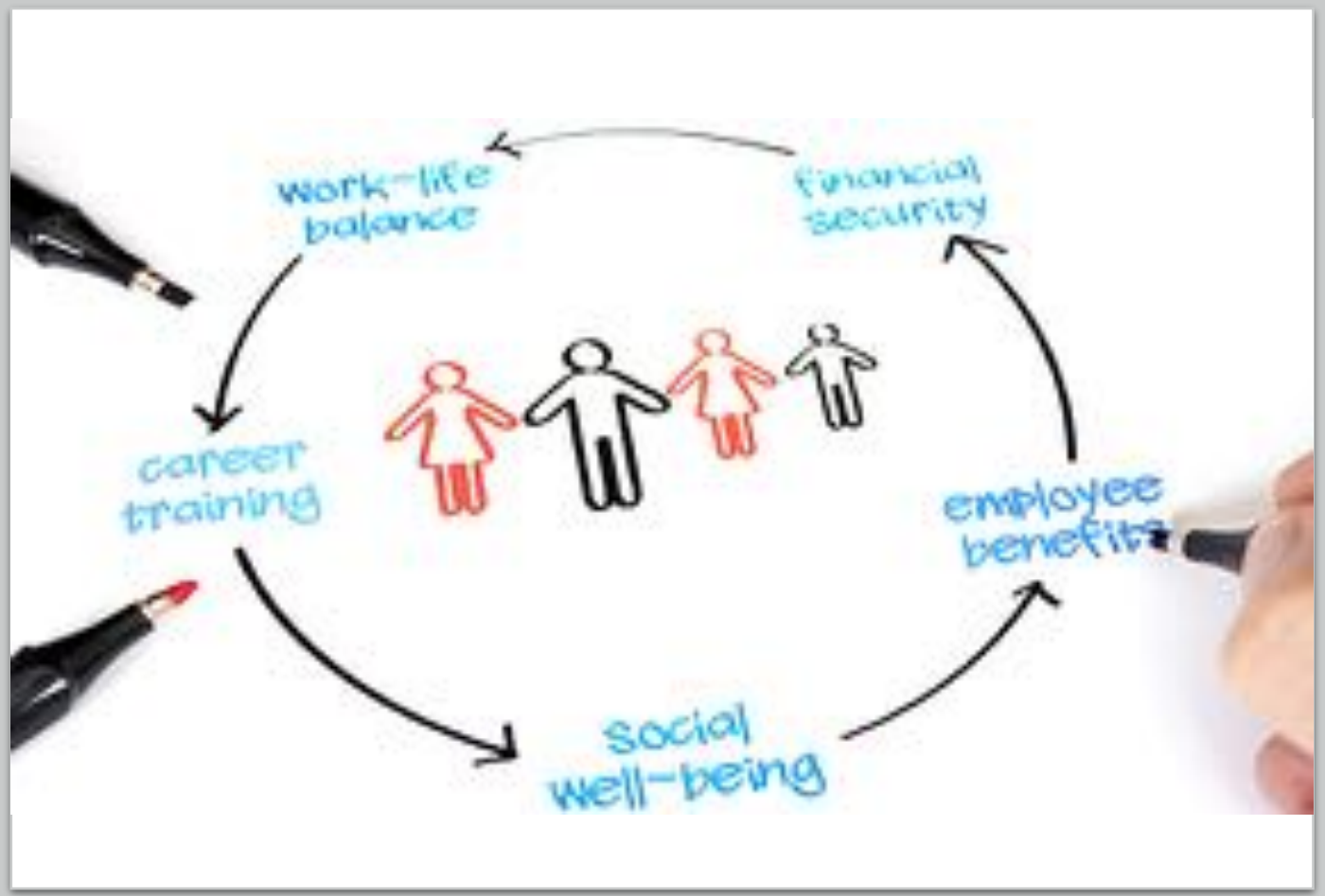
The funding envelope for the development of the permanent site and construction of the school building was approximately £30million and therefore **from September 2020** the school is able to provide first class facilities to create a rich learning environment, which is populated by students and staff 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.

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

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CROXLEY DANES SCHOOL

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Headteacher:
Stephen Thompson, MA (Cantab) PGCE

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



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