



# ST CLEMENT DANES SCHOOL

Chenies Road, Chorleywood, Hertfordshire WD3 6EW

[www.stclementdanes.org.uk](http://www.stclementdanes.org.uk)

## ASSISTANT HEADTEACHER

September 2019

Salary: L12-16 (Fringe Area)

*A fantastic opportunity for talented and ambitious individuals to lead in a 'World Class' school.*

### Information for Applicants

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We are committed to safeguarding and promoting the welfare of students and staff. This post will be subject to an enhanced DBS check.

# Introduction

We are seeking two Assistant Headteachers to contribute to our talented and innovative Senior Leadership Team (SLT) at this outstanding, mixed, state secondary school. These posts have become available following the promotion of one member of the team to Deputy Headship in another school and another gaining promotion within the Danes Educational Trust - the Multi-Academy Trust of which St Clement Danes is a part.

We can offer:

- Talented and committed staff
- Motivated students
- A role tailored to suit your strengths and interests
- A competitive salary: a five point scale from L12-16 (Fringe Area)
- Exceptional professional development opportunities both within the Trust and across the school's many partnerships
- The possibility for future career development within the Trust
- A significantly reduced teaching load
- Admission arrangements favourable to children of staff

We want you to bring:

- A passion for education in its widest sense
- A proven ability to lead and inspire others
- Experience of leading school improvement at middle or senior leadership level
- Enthusiasm, common sense and good humour

We are looking for the right person to fill this important role; you are looking for the right school to work in. We hope the following information will help in your decision to apply.

**Please note, when browsing an electronic version of this booklet, green hyperlinks provide further information.**



## Our 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 2018, 89% achieved standard passes with English and maths. In particular, it prides itself on the progress of its students. In 2018, the Progress 8 measure was +0.64. 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 of the SLT.

## Our Trust

[The Danes Educational Trust](#) was formed when Hertfordshire County Council asked St Clement Danes to apply to open a secondary school in response to significant demographic need. It is focussed on delivering outstanding outcomes to local students and sharing the excellent practice that has been developed at St Clement Danes over the years. Its aims are embodied in the principles of Excellence, Respect and Trust which underpin everything it does and its vision is 'to make the difference together'. Although currently comprising just the two schools, the Trust is working with two other secondary schools who are intending to join later in 2019. The intention is to provide forward-looking hubs of high performing schools that serve local families in Hertfordshire.



# Our Partnerships

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; this has given members of the Senior Leadership Team experience in working alongside colleagues in other schools. 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. Current members of the Senior Leadership Team have gained valuable experience acting as Quality Assurance Reviewers in other schools and it is expected that the successful candidate will benefit from valuable collaborative opportunities with other school leaders across the organisation. 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.

Links with **Herts for Learning** and the **Bucks Learning Trust** sustain contact with schools across both counties. These contacts are enhanced by an active involvement with universities such as the University of Hertfordshire and Kings College. There are operational relationships with other teaching school alliances in the area.

All of these relationships provide fantastic opportunities for members of the SLT to experience extensive system leadership whilst collaborating with others at the cutting edge of developments in the field of education.



# Our Students

**“articulate, confident, curious and happy” *Good Schools Guide***

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.

Relationships between staff and students are a great strength of the school and one of many reasons that ‘Old Danes’ choose to stay in touch in such large numbers. As Ofsted noted, “high quality relationships and a very positive ethos in lessons mean that students, when evaluating their learning, are not afraid to make a mistake or ask for help.” Students respect staff and appreciate their efforts as they “move from one high-quality learning experience to another.” The school’s mantra is ‘Every Student Known’, an ambitious but crucial aim in a school of over 1400 students.

Leadership qualities are developed through structures which allow students to lead, including an extensive prefect system in the Sixth Form, a Student Union throughout the school and, in lower years, the Franklin Scholars peer mentoring system and maths and literacy buddy schemes.

The school prides itself on nurturing students’ talents, whatever they might be. This is evidenced by phenomenal **success in sport**, wonderful **drama productions** and an enviable programme of music, including **concerts** which draw from the huge numbers of ensembles, including two full orchestras and several choirs. Students’ successes are celebrated throughout the year and at an annual **Speech Day and Prize Giving**. Students take part in over 60 school visits a year and participate in a number of clubs and activities. To get a full sense of the life students are able to lead at the school, see the **News Pages** or **Newsletters** on the school website or follow them on Twitter **@SCDSchool**.



## Our Staff

Working at St Clement Danes means working with a talented and innovative team of teachers and support staff, not least the other members of the SLT. From September 2019, this will comprise two Deputy Headteachers, four Assistant Headteachers and the Director of Teaching School who is also part of the team. The details of the current SLT can be found [here](#). Working alongside the SLT are key members of the Trust's [Central Services Team](#) who are also based on the school site.

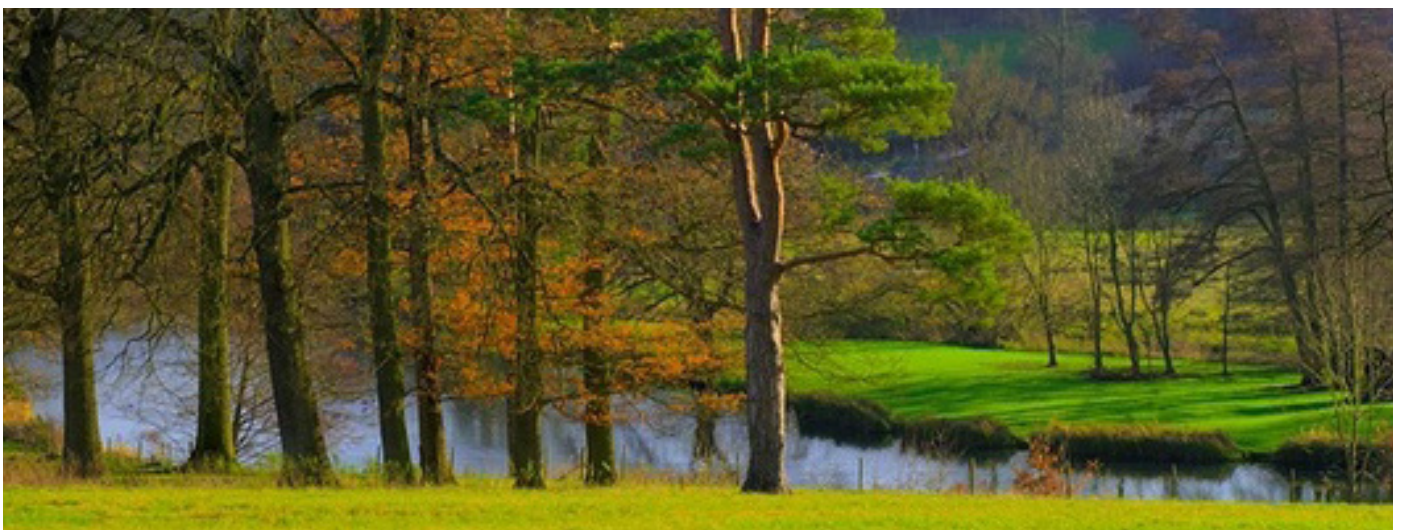
The school is lucky to attract high quality applicants to all its posts and consequently has an exceptional staff team. There is a high retention rate and many teachers choose to remain at the school because they are developed and promoted. Ofsted found “a professional reflective ethos”; teachers have a variety of opportunities to develop as practitioners through the Teaching School Alliance or other networks of which the school is a part. Its support staff is committed and well qualified; those new to the school comment on the cohesive nature of the staff body and the happy atmosphere which prevails. Staff at the school benefit from favourable [admission arrangements](#) for their children in an oversubscribed and popular institution.

The reflective staff have a can-do attitude and embrace change – a good job, given the current educational landscape – and are central to the success of the school year on year.

## Our Environment

The school is close to beautiful countryside, including the Chess Valley pictured below, and on the Metropolitan and Chiltern Railways lines into London. Two minutes from Jct 18 of the M25, it is close to towns regularly voted as some of the best places in the UK to live and raise a family and, although an affluent part of the country, there is plenty of affordable housing in nearby Watford, Chesham and their surroundings.

The site itself comprises an original building constructed in 1975 and a number of newer, purpose built blocks, the most recent of which (an art and maths building) was completed in 2017. This latest building is part of a £7 million project to accommodate the school's expansion to its PAN to 240 from September 2016. The school is clean, green and well cared for; visitors remark on the attractive working environment enjoyed by staff and students alike. The generosity of the parent body, through a well organised PA, has provided landscaping, table tennis tables, outdoor seating and shelters for the students whilst staff enjoy generous office spaces and well equipped classrooms. In short, St Clement Danes provides a fantastic environment in which to teach and is situated in a desirable area in which to live.



# Our Future

With the Danes Educational Trust now established, the future for St Clement Danes is an exciting one. There are opportunities for the right applicant to develop their career in a supportive and nurturing environment, whether within the St Clement Danes Senior Leadership Team, across the Danes Educational Trust or through extensive work both regionally and nationally. We are seeking someone who shares the Trust's drive to equip learners with the skills that they will need to be confident, curious and courageous students and to nurture their talents so they become happy, twenty-first century global citizens. We hope that might be you.

## Your Qualities

We are looking for an exceptional senior leader with the following qualities:

- |                          |  |
|--------------------------|--|
| Qualifications           | <ul style="list-style-type: none"><li>• Graduate and qualified teacher</li><li>• Evidence of having undertaken continuing professional development</li></ul>   |
| Knowledge and Experience | <ul style="list-style-type: none"><li>• Experience and proven impact at middle leadership level</li><li>• Experience of leading school improvement at middle or leadership level</li><li>• Understanding of current educational issues</li><li>• Understanding of effective pedagogy</li><li>• Understanding of how data can be used to drive up standards through intelligent intervention programmes</li><li>• Experience of teaching at all levels 11 – 18</li><li>• Experience of contributing to whole-school continuous professional development</li></ul>   |
| Personal Qualities       | <ul style="list-style-type: none"><li>• Passion for education in its widest sense</li><li>• Drive, sense of purpose, commitment and perseverance</li><li>• Highly developed emotional intelligence</li><li>• Excellent interpersonal and persuasive skills</li><li>• Flexibility and sensitivity to the needs of individuals</li><li>• Excellent communication and presentation skills, both oral and written</li><li>• Enthusiasm, common sense and good humour</li><li>• Willingness to reflect on and evaluate performance within the context of a team</li><li>• Outstanding classroom practitioner who inspires and is respected by students</li><li>• High levels of resilience</li><li>• Confidence to lead a high-performing staff</li></ul> |
| Leadership               | <ul style="list-style-type: none"><li>• Clear vision for raising educational standards</li><li>• Ability to lead, inspire and motivate others</li><li>• Ability to lead by example, take responsibility and to be accountable</li><li>• Ability to hold people to account effectively</li><li>• Ability to develop and support others through effective coaching and mentoring</li><li>• Proven solution-provider</li><li>• Intellectual curiosity</li></ul>   |

# Your Role

This is a fantastic opportunity for ambitious and talented individuals to join our team. If appointed, you will be working with experienced colleagues at the cutting edge of pedagogical practice in an exceptional, 'World Class' school. You will be able to build on experience you may have already gained at a whole school level in a supportive and nurturing environment, whilst, in time, taking up opportunities to extend your influence beyond the school.

We have two potential vacancies for the right candidates and will tailor the roles to suit the interests of those who are successful. We are particularly keen, however, to appoint at least one person who has an interest in leading on data and assessment across the school. The other role offers more scope to be determined by an individual's particular strengths and experience.

After appointment, we will involve the successful candidates in drawing up detailed job descriptions. As a starting point, however, each job description will include the following generic tasks:

- To support and promote the ethos and aims of the school
- To share responsibility for the daily running of the school
- To share responsibility for the school's strategic planning and sustained improvement
- To monitor and evaluate aspects of the school's provision as part of an ongoing improvement programme and to have oversight of particular curriculum and administrative areas
- To share responsibility for the recruitment of staff
- To share responsibility for the line management and appraisal of staff
- To take responsibility for some school events and activities
- To take responsibility for developing and operating particular school policies
- To attend and act as a professional adviser at Governors' meetings
- To assist with and lead assemblies and public events
- To undertake any duties the Headteacher may reasonably require





# Your Questions

Please do not hesitate to contact me if you have any questions before applying. If you would like to visit the school, you can arrange this by appointment with my PA, Mrs Kate O'Connor, at [head@stclementdanes.herts.sch.uk](mailto:head@stclementdanes.herts.sch.uk).

At interview, you will have a chance to meet students, teachers, support staff, middle leaders and members of the Trust's Central Services Team. There will be ample opportunities to find out more about the school to help you to decide whether St Clement Danes is the right school for you.

# How to Apply

We hope that, having read this information, you will decide to make an application. In order to do so please:

1. Complete the Danes Educational Trust Leadership Team Application Form.
2. Write a letter of application (of no more than two sides, minimum font size 11) detailing:
  - How your unique contribution as a senior leader will ensure that St Clement Danes sustains and improves upon its outstanding outcomes over the next 5 years
3. Send both, together with the names and contact details of two referees, via post or email to Mrs Manisha Patel, Trust HR Administrator, to arrive by 10am on Monday 25th February using the contact details on the back of this applicant information pack.

We may well take up references to aid in shortlisting; all shortlisted candidates will have references taken up prior to being invited to interview.

Interviews will take place across two days during the period Thursday 28th February to Monday 4th March 2019.

We look forward to hearing from you.



Toby Sutherland  
Headteacher





*Loyauté m'oblige*

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[recruitment@danesedtrust.org.uk](mailto:recruitment@danesedtrust.org.uk)

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