



Denefield School

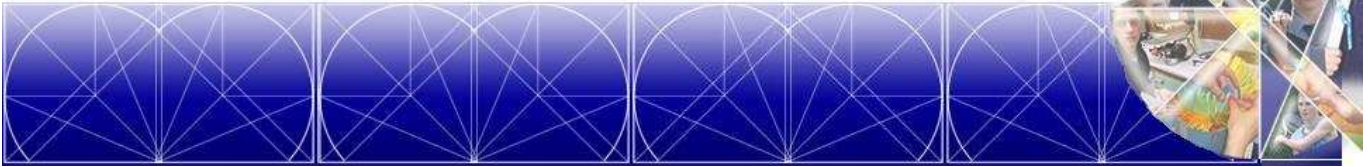
Guidance Manager

TLR 2B

Information for candidates

February 2010

**Denefield School • Long Lane
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T. 0118 9413458 • F. 0118 9452847**



February 2010

Dear Applicant

Thank you for expressing interest in applying to Denefield School. We do hope you find the information contained in this pack informative and that it will enable you to reach a decision on whether to apply for the post.

We are seeking to appoint a dynamic colleague who shares our ambition to ensure that every young person at Denefield achieves their personal best. The successful candidate will be first and foremost an exceptional teacher, but will also have the drive and vision to transform young peoples' experience of learning at Denefield. In addition they will possess the personal attributes and skills to lead the improvement of student achievement as a Guidance Manager.

I was appointed to the school on secondment as acting headteacher in September 2008 following the departure of the previous head and the majority of the senior leadership team. The school was inspected by Ofsted in December 2008 and, as I had anticipated, the school was placed in a category of concern.

Whilst the Inspector's decision was tough it was, nevertheless, an accurate assessment which matched our own self evaluation. However, the report acknowledges the progress that has been made since then:

"Many students, staff and parents speak positively about the recent improvements in the school and praise the head teacher and his senior team for beginning to bring about the necessary changes."

Since the beginning of last year, the new team has been working intensively on the key issues with the support of the local authority and significant progress has already been made. However, much remains to be done and over the next 12 to 18 months considerable additional support, expertise and resources will be provided by the local authority, partner schools and Ofsted to secure the necessary improvements. Plans were indeed already in place to address the key issues identified in the report at the time of the inspection and the lead inspector agreed with the approach detailed in these plans. However, she also recognised that more time would be required before these changes impacted fully on standards.

For me working at Denefield represents an exciting opportunity to transform a school which has huge potential. Since arriving I have found the staff to be incredibly supportive and I know they are fully committed to rapidly securing the required improvements. Similarly I have found that the vast majority of students have responded extremely positively to the new rules and expectations we have established.

The successful candidate will be joining the school at a period of significant and rapid change. The person we appoint will need to be able to demonstrate that they understand what is required of a teacher in challenging circumstances.

I do hope that you will take the time to visit us and to reflect carefully on the potential this post will offer an ambitious colleague in terms of career development. We are able to offer an enhanced salary to recruit and retain a suitably qualified and experienced candidate. In addition current colleagues will receive support and training on leadership and will be mentored by an experienced curriculum leader. There will also be subject specific support available through the local authority and one of our neighbouring schools.

If you like what you have read so far and wish to make an application please complete the enclosed application form or the electronic copy from our website. You should also write a letter of application (no more than two sides of A4) which outlines the following:

- the skills, qualities, attributes and experience you would bring to the role;
- how your experience to date has prepared you for this role by contributing to school improvement, raising standards and/or managing change.

At Denefield we take safeguarding very seriously and consequently the successful candidate will be required to complete an enhanced CRB check. Please do not include CVs along with your application as these will be disregarded for safeguarding purposes.

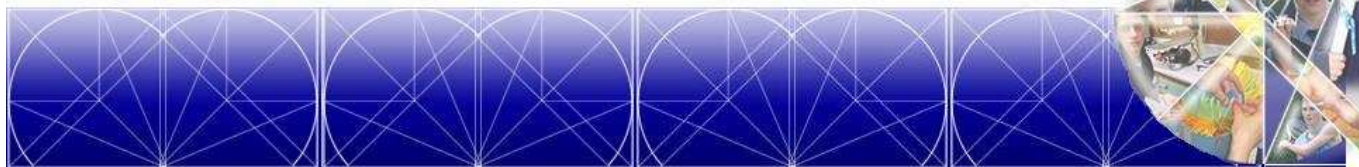
The closing date for applications is 9.00am on 12 March 2010 and interviews are planned to take place Monday 29 March 2010. Electronic applications are fully acceptable and these should be emailed to the following address recruitment@denefield.org.uk. Candidates called for interview will be contacted by phone in the first instance. There will of course be an opportunity to tour the school on the day of interview but, informal visits can be arranged by contacting my PA, Jan Scott.

I do hope you will consider joining my team and me on our journey and I look forward to receiving your application. Please do not hesitate to get back to me, or indeed one of my team should you require further clarification on any aspect of the process.

Yours sincerely

Glyn Whiteford
Headteacher

Denefield School description



Introduction

Denefield School opened in 1976 as a mixed comprehensive school for students aged 11-18 years. We have a very pleasant 6.5 hectare site at the edge of the Tilehurst/Purley area, bordering farmland. There are currently 1193 students on roll, 183 of them in the sixth form. In 1994 the DCSF awarded us Technology College status and in October 2007 we were redesignated for a fifth phase.

Leadership

Since September 2008, Denefield School has had a new headteacher and SLT who were praised in the recent Ofsted inspection for providing clear vision and leadership based on an accurate assessment of the school's strengths and weaknesses. As the senior team we recognise the importance of CPD in helping staff to develop professionally in order to realise their own potential and improve the life chances of all the children they work with. Consequently we provide a range of CPD opportunities, including the Masters in Teaching and Learning. Our commitment to supporting the development of staff has been recognised in our 'Investor in People' status which we have held since 2000.

Curriculum

Denefield aims to provide a curriculum that meets the needs of all students by offering a breadth of educational opportunity. Subjects are taught according to National Curriculum guidelines and a wide range of teaching and learning styles are used to ensure that students are actively engaged in their learning. In Year 7 students follow a skills-based curriculum accredited by the RSA. In Years 10 and 11 all students follow a core curriculum of English, mathematics, science, technology, PSHE, PE and RE (citizenship). In addition, students select courses from a wide ranging choice of options, which include full GCSE courses in French, German, art, music, drama, performing arts, PE studies, history, geography and religious studies, and vocational applied GCSE courses in health and social care, business studies, ICT and art. The curriculum is based on five 60 minute periods per day, organised as a two week timetable.

Pastoral care and careers guidance

All staff aim to encourage the very best social and academic achievement possible from each student. Pastoral care at Denefield in Key Stage 3 and Key Stage 4 is organised in year groups. The Guidance Managers and the form tutors have the responsibility for the welfare, progress and discipline of the students in their care. The form tutors in each year team have a particularly important role since they look after the same group of children as they move through the school. Time is set aside each day for a programme of activities designed to promote the students' social and learning skills and to enable form tutors to get to know each student as an individual. Student voice is important at Denefield School and we have an active school council.

Sixth Form

The majority of Year 11 students stay on into the Sixth Form. There is a long established tradition of Sixth Form education at Denefield which is now enhanced by the provision of courses for the whole ability range, including both level 2 and level 3 opportunities. We currently offer a wide range of AS/A2, GCSE and vocational courses. In addition, students have the opportunity to extend their experience with Key Skills, Critical Thinking and General Studies. A new sixth form block was completed during the summer to enhance facilities for students in Key Stage 5.

Library

This well equipped centre is open to students from 8.00am to 4.00pm daily for access to multi-media resources, books, maps, newspapers and the internet. This facility is used to develop a positive attitude to life-long learning, by training students to acquire independent study skills. A full time librarian and assistant are available to support the students.

Links between home and school

We aim to develop strong links between home and school. In addition to Parents' Consultation Evenings we hold twice yearly Academic Review Days where parents, students and tutors meet to discuss individual progress and set targets for further improvement. Parents also receive termly monitoring reports and we publish a newsletter to keep parents informed about developments in school. In addition, we publish various brochures and organise pathways evenings for parents at key points in their children's education; together with awards' evenings to celebrate the success of students at different key stages.

Special educational needs

At Denefield we place equal value on the education of all students. Those with special educational needs are encouraged to achieve their potential within each curriculum area where they are supported by specialist teachers, whilst teaching assistants also help individual students in the classroom. Some students are withdrawn from lessons for brief periods to work with specialist staff in the study centre.

Able, gifted and talented provision

Students who are identified as able, gifted and talented are provided with a wide range of challenging activities to support their learning. In addition to the day to day curriculum, students of this ability are invited to take part in the annual gifted and talented summer school where new and exciting challenges are offered. Denefield also gives these students an opportunity to work together during the year by way of Saturday Challenge days. Whole school themed days offer a chance to develop students' skills in learning through cross curricular projects as well as working as a team. Finally, the school makes good use of outside agencies to help support our most able students. The National Academy for Gifted and Talented Youth allows our most able students to work with like-minded individuals from all parts of the country.

Extra curricular activities

A variety of out-of-school clubs and societies are available to students. These range from enrichment and computer clubs to homework and revision groups. There is a wide range of opportunities in physical education. The school enjoys a high reputation for music. We have a school orchestra and choir, and a large number of musical functions are held annually. There are excellent opportunities for students to begin or continue instrumental tuition. A varied programme of educational visits and exchanges is offered including a week's camp on the Isle of Wight for Year 7 students. Enrichment activities are vital to the development of our students and we continue to seek new and exciting educational opportunities to develop each individual.

School uniform

Students are expected to dress appropriately for a learning environment. School uniform is compulsory for students in Years 7-11 and the Key Stage 5 students wear 'business dress'.

Day nursery

Denefield School is truly a lifelong learning centre as for a number of years we have run our own 36 place nursery which is open during term time from 8.00am to 5.00pm, 4.00pm on Fridays. The quality of care and education for these children, aged from three months to five years, has been recognised in our Ofsted reports.

ICT resources

Each member of the teaching staff is provided with a laptop computer for their individual use and the majority of classrooms are equipped with interactive whiteboards. In addition there are a number of ICT suites around the school which can be used by all curriculum areas.

Denefield active in the community

Students at Denefield are encouraged to learn from the expertise, experience and knowledge available within the breadth of the local community. The school in return aims to provide a significant contribution through the high standard of education, care and guidance offered to our young people so that they can develop as responsible, considerate and well-rounded individuals. We provide the opportunity for pupils in local primary schools to join us for short taught modules at Kids College and have a well developed programme of Extended School activities. Denefield is active in its support of charities and each year organises a number of fundraising activities. Denefield is committed to sustaining and extending its links with local businesses, both to enrich the curriculum and to encourage sponsorship and financial support for the work of the school.

Job description – Guidance Manager TLR responsibility



Core purpose

To ensure the quality of teaching and learning in the lessons you teach is as high as possible. You must be committed to the protection and safeguarding of children and young people.

Guidance Managers will be responsible to the Director of Academic Guidance

Responsible for:

Monitoring academic guidance provided for students in order to secure high quality learning and achievement

Achievement and standards

Student progress:

- Develop a strategic view for the year group which supports the vision, ethos and policies of the school.
- Be well prepared for and attend all Guidance Team Meetings (GTM).
- Ensure that all parents are well informed about the curriculum, targets, progress and attainment of those students in the year group.
- Take every opportunity to celebrate and promote student achievement through solid planning and leadership of year assemblies.
- Liaise closely with the Director of Academic Guidance (DAG) to identify appropriate intervention strategies for different groups of students in the year group.
- Ensure student achievement is promoted through targeting specific groups for development opportunities such as aim higher.
- Support and guide academic mentors in their day to day role through regular communication and termly team meetings.

Monitoring and evaluation:

- Use national, local and school management data effectively, to monitor standards across the year group.
- Monitor student progress against target grades, both in line with whole school monitoring and on a day to day basis in order to identify underachievement.
- Closely monitor the impact of student attendance on attainment and create regular opportunities to share impact with all stakeholders.
- Be responsible for monitoring curriculum provision for the year group, liaising closely with subject leaders and class teachers and other AGM's to ensure clarity of pathway progression.
- Support senior staff in quality assuring learning and teaching across the year group.
- Quality assure all reports and communication that takes place with parents and other stakeholders for the year group.
- Conduct termly book samples to monitor academic guidance provided by class teachers and report the findings to the DAG in a timely manner.

Other whole school responsibilities:

- Support the whole school ethos and policies and ensure that the academic mentors apply these correctly and consistently.
- Respond to all requests by DAG and SLT within a timely manner.

Job description – Guidance Manager - Teacher



Core purpose

To ensure the quality of teaching and learning in the lessons you teach is as high as possible. You must be committed to the protection and safeguarding of children and young people.

Key accountabilities

1. To prepare a programme of lessons, appropriate to the needs of the class and deliver the assigned schemes of work
2. When preparing lessons, take account of the requirements of the National Curriculum or examination syllabus
3. To set homework appropriate to the age and skills in accordance with the school and curriculum area homework policies
4. To set appropriate work, in conjunction with the Deputy and Curriculum Leader for classes when absent
5. To regularly assess students classwork and homework in accordance with school and curriculum area policies
6. To keep up-to-date records of lessons taught and the parts of the syllabus covered, of homework set and of assessments made. Assessment records should include details of each students attainment in relation to national or examination criteria
7. To complete register of class attendance using SIMS Lesson Monitor each day
8. To report progress of students to, curriculum leader, deputy, Tutor and Guidance Manager when appropriate
9. To complete termly monitoring and annual reports for students taught, taking account of assessment criteria. Details of each student's attainment should be available to the curriculum leader when required
10. To take responsibility for managing the behaviour of assigned classes using R4L & Sleuth appropriately and seeking support from curriculum area managers as required
11. To be responsible for their teaching room(s) with regard to health, safety, good order, appearance and display
12. To attend curriculum area and other related meetings as identified in the school time budget and calendar
13. To attend open evenings, Open House and parents' meetings as identified in the school time budget and calendar

Key accountabilities continued

14. To participate in external and internal examination arrangements
15. To liaise with curriculum area leader on development of resources and work with others to help in the development of technology within the curriculum area
16. Take part in appropriate CPD to further develop teaching skills
17. To carry out assigned statutory duties, arrange a substitute and inform the duty team leader when absences are known in advance

Person specification – Teacher



You must be committed to the protection and safeguarding of children and young people.

Key criteria	Essential	Desirable
Qualifications and training	<p>A relevant degree and/ or professional vocational qualification</p> <p>Qualified Teacher Status</p>	Evidence of further study and relevant training
Skills and experience	<p>Proven record of being able to support colleagues as part of a team to raise standards</p> <p>Proven record of high quality teaching</p> <p>IT literate</p>	<p>Experience of managing and controlling budgets</p> <p>Experience of planning, coordinating or delivering curriculum changes</p> <p>The ability to analyse and interpret data</p>
Knowledge	Detailed knowledge of the curriculum for your subject	
Personal qualities	<p>A record of being able to act as a team member</p> <p>To be focused on raising standards</p> <p>The ability to meet deadlines, prioritise and to work under pressure</p> <p>Ability to be a role model for students</p>	
Personal motivation	<p>Wants to make a difference to children's lives</p> <p>Committed to professional development of self</p>	Aspires to senior management role

Denefield Day Nursery



Information for applicants

Denefield School operates a day nursery for the benefit of all staff. The nursery is open all year except public holidays, Monday – Thursday 8.00am – 5.00pm and Friday 8.00am – 4.00pm.

There are two spacious rooms, one for babies aged 3 months – 2 years and one for children from 2 years – 5 years old. Each room has a wide variety of toys and activities to help children thrive in all areas of the curriculum.

As a workplace nursery, all staff benefit from our salary sacrifice scheme which allows for the full cost of the nursery provision to be free of personal income tax. Further information on this scheme can be obtained from our Finance and Business Manager.

Aims of the nursery

- To provide a caring, happy and secure environment in which the children's self esteem and confidence are promoted in order to help them become well motivated and independent learners
- To meet the individual needs of every child
- To provide an effective, broad and balanced early years curriculum which fosters development towards learning goals identified in the Foundation Stage

To arrange a visit to the nursery, or to receive further information, please call our Nursery Manager, Hayley Brazil, on 0118 9728970.