



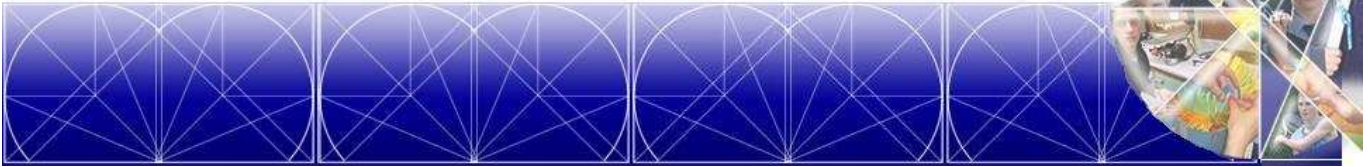
Denefield School

Cover Manager

Information for candidates

March 2010

**Denefield School • Long Lane
Tilehurst • Reading • Berkshire • RG31 6XY
T. 0118 9413458 • F. 0118 9452847**



March 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 have the drive and vision to transform young peoples' experience of learning at Denefield. They will possess the personal attributes and skills to lead and develop our team of Cover Supervisors combined with good communication skills to develop professional relationships regarding the provision of supply teachers.

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 in challenging circumstances.

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.

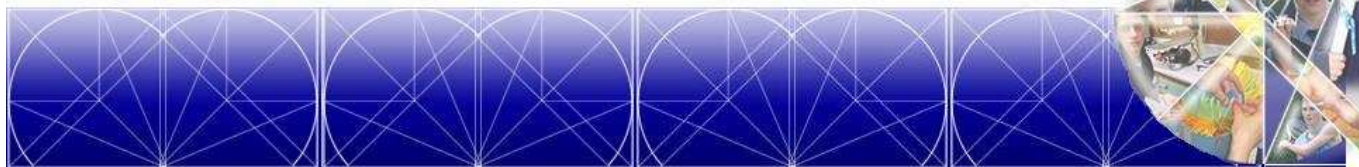
The closing date for applications is 9.00am on 18 March 2010 and interviews are planned to take place Monday 23 March 2010. Electronic applications are fully acceptable and these should be emailed to the following address recruitment@denefield.org.uk. Candidates called for interview will be contacted 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

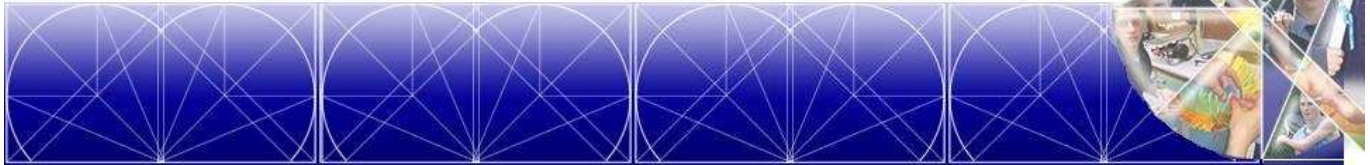
Denefield School is truly a lifelong learning centre as for a number of years we have run our own 36 place nursery which is open during term time from 8.00am to 5.00pm, 4.00pm on Fridays. The quality of care and education for these children, aged from three months to five years, has been recognised in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



Cover Manager

To manage and develop the cover team and liaise with supply agencies to arrange additional teaching staff on a daily basis

To assign further roles to the cover team when they are not required for cover

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

Core Duties:

- Receiving and responding to staff absence on a daily basis
- Setting cover each day
- Preparing reports and analysing absence and liaising with SLT/Finance & Business Manager on budgetary requirements
- Checking cover request forms have been approved by the appropriate line manager and then logged in the diary for cover
- Keeping an up to date diary of courses approved so that they are also logged
- Making sure cover teachers have lessons to cover each day and other roles to play when cover is not needed
- Liaising with agencies to get in daily and medium-term supply. Building up a trusted and reliable working relationship
- Observing cover supervisors to ensure they are working as per the guidelines and organise support/training as appropriate
- Monitoring supply staff for their effectiveness in the classroom and reporting to line management/agencies as necessary
- Holding regular meeting with the cover team to check standards of cover and organise appropriate training to develop the role
- Maintaining good communication with the Personnel Manager to ensure safer recruitment process is followed
- Attending regular meetings with the appropriate line manager
- Liaising with Curriculum Leaders to ensure the quality assurance of cover provided
- Any other duties as requested by your line manager/headteacher

Support staff qualities



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

Support staff

Denefield School has a strong support staff component, some of which are centrally employed and others work in curriculum areas or other specified area. In recent years the number of support staff has been expanded in order to release teaching staff from administrative tasks in line with the work force agreement.

Our support team pride themselves on their professionalism and effectiveness.

Denefield School has whole school staffing policies. Support staff have the same access to appropriate external training courses as teaching staff, are employed to work in INSET (staff training) days and have a similar performance management system to the teachers scheme. All school personnel policies are equally applicable to support staff and teaching staff. Support staff are encouraged to play a full part in the school community.

Personal qualities for all staff

Denefield School is on a journey of rapid change. Sharing our vision, for all students to be successful learners, confident individuals and responsible citizens, is vital. This is supported by a caring atmosphere where discipline and relationships are based on respect. To support the school and to your own success, we expect the following from the whole team

- A commitment to the protection and safeguarding of children and young people
- The ability to work as part of a developing team
- The ability to demonstrate a caring attitude to students and colleagues
- Appropriate qualifications/or experience to competently carry out your role
- A willingness to pursue professional and personal development
- Literacy in IT

All staff at Denefield are role models for children and are expected, therefore, to model good behaviour and conduct themselves in a way that is consistent with our expectations of our students.

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.