

# *The Knights Templar School*

## **Application Pack 2024**

### **DofE Manager**



This is a vibrant and successful school at the heart of the community with high expectations and a reputation for academic excellence.

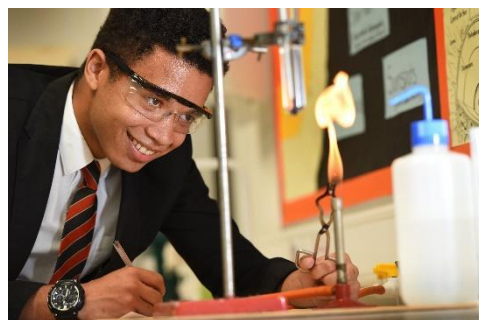
Central to everything we do is the school's motto 'Courage and Courtesy'. We recognise the importance of developing and providing all our students with the courage, confidence and communication skills they require to flourish and succeed, but also to promote traditional values of courtesy, respect and good discipline.



# An Introduction to the School

*'Pupils are happy, feel safe and are safe. They are kind to one another. Pupils want to succeed, they work hard in lessons and enjoy their subjects, they learn and achieve well.'* (OFSTED 2023)

The Knights Templar School is both a successful and happy school. Students' results are good and behaviour is excellent. The school is highly regarded locally, being regularly oversubscribed. We receive in the region of 600 applications for 210 Year 7 places each year.



Students of all abilities achieve well and make good progress. Young people have an excellent attitude to learning. They enjoy school and want to succeed. Outcomes at GCSE and A level are consistently good, results are above national and local averages, with over 70% of students achieve English and Maths at grade 4+, over 50% at 5+, with the school achieving consistently positive progress 8 scores.

The School has a large and strong Sixth form, most progress on to University degree courses, including places at Russell group and Oxbridge.

*'Staff have good subject knowledge and are appropriately trained to deliver the curriculum effectively. Staff have high expectations of pupils' behaviour and manage behaviour well. As a result, the school is a calm and orderly environment.'* (OFSTED 2023)



The Knights Templar School offers a very broad range of opportunity beyond the classroom, with nearly 100 extra-curricular clubs running every week. There are a wide range of school sports teams in all years with traditional house matches and a sports day annually.

The House System is strong and senior students lead and run a number of house events every year. Some 250 students learn a musical instrument and there are many school concerts. Drama, too is very strong with regular school productions.

*'Many pupils enjoy the activities available during the school day, at lunchtime and afterschool. Such opportunities are a strong feature of the school.'* (OFSTED 2023)

The Duke of Edinburgh Award Scheme is particularly vibrant with 200 young people participating at Bronze, Silver or Gold level. We run a wide range of trips and visits both curriculum-based and of a wider educational nature. Staff are very generous with their time in supporting this wide range of activities.

Staff at Knights Templar "go the extra mile". They give their time, effort and commitment to ensure high standards in the classroom and in the wider life of the school.



The school has high expectations of its staff as well as its pupils. We provide a disciplined, caring, fair and moral environment in which individuality is encouraged and equality of opportunity promoted, in order to allow students to develop personally and socially. There is a mutual respect and good relationships between students and also between staff and students, with the students being given responsibility and feeling valued whilst knowing that support and advice will always be available when needed. Pastoral care is a strength of the school, students learn to treat others with respect.

*'Pupils...say that the school values of 'courage and courtesy' are a part of their everyday school life.'* (OFSTED 2023)

The school's name often provokes interest. The Knights Templar developed the town of Baldock in the Middle Ages. The school has been an all-ability mixed comprehensive school for over 40 years. In 2011, the school became an academy retaining its status as a community comprehensive school, serving the needs of Baldock and the surrounding villages that form our catchment area. Whilst some of the buildings are certainly showing their age, we have been proactive in the development of our school. We have an excellent modern Sports Centre with a floodlit all-weather pitch. A new purpose-built Sixth Form teaching block opened in 2016, this has been fully integrated together with our new Science and Arts and Design Centre.

We pride ourselves on giving our students a well-rounded education that prepares them for their future. We know students flourish if they lead rich and varied lives and are immensely proud of our exciting and wide ranging curricular and extra-curricular provision. The school is open to children of all abilities and backgrounds and our outstanding pastoral care ensures that every student receives the nurturing, support and guidance they need. As a central part of our community, we are proud of our excellent relationships with primary schools, local residents, businesses and other organisations. These links provide students with a sense of cohesion within this community and enables them to be active citizens.

This is a great school, staffed with passionate, inspirational teachers, and is a special place for children to learn. If you would like to know more about the school or indeed if you would like to visit us during the day, please do not hesitate to contact us; we will be delighted to hear from you.



Sue Welch  
Chair of Trustees

Edward Hutchings  
Headteacher





## **A 'Great school'**

A great school is;

- a school that knows its strengths and communicates these clearly, builds on them and holds fast to them.
- A school that questions its existing systems and constructively challenges what it does.
- A school that keeps it simple and that has clear coherent approaches that are consistently applied.

We are a reflective and self-confident school with teaching and learning at our core. We will continually strive for improvement and will always take opportunities to build the confidence of our students and to provide genuine leadership opportunities.

## **Induction and Teaching and Learning**

Purposeful learning is at the heart of everything we do. Our dedicated and hardworking teaching staff ensure that students are engaged, challenged and able to succeed within a culture that values both tradition and innovation. We encourage a range of approaches to teaching that ensures that students have a rich and varied learning experience.

It is important that teachers have time to reflect, share ideas and develop their own practice. We have a structured programme of Continued Professional Development which provides opportunities for colleagues to work collaboratively and reflect upon the impact of research-based strategies on their own teaching. This is supplemented by external courses and trainers. We are committed to reflective, considered practice and to embed new innovative practice.

The school became an academy in April 2011. The trustees work to ensure that teachers' pay and conditions are in line with national standards. Induction, training and continuing professional development have a very high priority in the school. All staff have an induction programme on joining the school.

## **Safeguarding**

Safeguarding at The Knights Templar School takes precedence over any other activity. It's vitally important to us that students feel safe in school so they can learn and thrive. As part of the recruitment process, we will ask about safeguarding students and obviously questions about candidates' suitability to act as tutor. References will be sought and an enhanced criminal records check will be undertaken for this position.

## **Staff**

The Knights Templar School currently employs 98 teaching staff and 72 support staff, many of whom have positively contributed to the school for a number of years. Many of the staff have children who are currently at the school or have passed through our school system. There are also members of staff who are past students.

## **Community**

The Priority Area for the School consists of Baldock, and surrounding villages. We are fortunate to have good relationships with the primary schools in the area with teachers and students from The Knights Templar

School regularly running events for our primary partners. Our primary schools will often visit for a variety of activities in PE, music, drama, dance, maths and science to name but a few.



## DofE at KTS

The Duke of Edinburgh's Award is the leading achievement award for young people and helps them stand out from the crowd when applying for jobs, apprenticeships and further and higher education. Through participating in the award, young people develop a range of skills and attributes such as resilience, confidence, commitment, empathy, team working and problem solving, which support them in navigating adult life. At The Knights Templar School, we welcome the focus and motivation that participation in the award gives to extra-curricular activities and the opportunity for students to engage with the wider community. As part of the scheme, KTS students undertake volunteering with local charities and community organisations, including charity shops, sport clubs, Girlguiding and Scouting and many more.

The Knights Templar School has a long history of involvement with students taking part in the Award for over 40 years. We are a directly Licensed Organisation for the scheme, working closely with the South East Regional Team to support students to complete their Duke of Edinburgh's Awards.

Students have the opportunity to start the Bronze level at the start of Year 9 and progress to the Silver level in Year 10. The Gold Award is a popular enrichment choice for Year 12 students. At any time, we have over 200 students taking part in the different levels of the award, and we are proud that the completion rates for each level are very high.

There are four sections to complete at Bronze and Silver level and five at Gold. They involve helping the community/environment, becoming fitter, developing new skills, and completing an expedition. At Gold level, there is an additional section involving working with a team on a residential activity.

### KTS Duke of Edinburgh' Award Expeditions

Our dedicated team of 30 volunteers, mainly parents and former students, support the delivery of expeditions meaning that we are able to keep costs of participation as low as possible. Expedition team members all have experience in hillwalking with several holding National Governing Body Awards in mountain and hill leadership. Expedition team members take part in regular training, including first aid, minibus driving and DofE specific courses.

Students take part in an expedition training programme, including a practice expedition, appropriate to their award level, before undertaking a qualifying expedition. Expeditions take place to a variety of locations, both locally and further afield, including the Norfolk coast, Yorkshire Dales, Peak District and Snowdonia. We have a well-equipped equipment store with enough tents, rucksacks and camping stoves to supply all students on an expedition.

More information about the Award is available on the official [Duke of Edinburgh's Award website](#).



# DofE - Job Description

<b>Job Title:</b>	Duke of Edinburgh Manager
<b>Salary Grade:</b>	H6
<b>Hours/Weeks:</b>	15 hours per week
<b>Location:</b>	School Premises and Expedition Venues
<b>Line Manager:</b>	Deputy Headteacher
<b>Tenure:</b>	Permanent

## **ACCOUNTABILITIES:**

The appointee will be line managed by the Deputy Headteacher. The appointee will line manage<sup>1</sup> the DofE Assistant and will oversee a team of volunteers.

### **1a) MAIN AREAS OF RESPONSIBILITY**

- To lead and manage the organisation of School's DofE programme in line with the DofE development plan and ensure compliance with the school's DofE licence.
- To line manage the Duke of Edinburgh Award Assistant.
- To promote the DofE within in the School, local community and at Open Evenings and other appropriate School events.
- To manage physical and staffing resources associated with the Duke of Edinburgh Award programme. In particular, purchasing items for expeditions, observing all School's policies including the Health and Safety Policy, produce and implement Risk Assessments and encourage safe working practices and maintain expedition equipment.
- To lead, train and supervise students in appropriate terrain, including wild country.
- To meet regularly with the students undertaking DofE in order to encourage up-take, participation and ensure the completion of the Award requirements at all levels.
- To ensure that DofE Award records, including eDofE, are kept up-to-date and to take whatever action is necessary to sustain and improve performance by students.
- To coordinate and take overall responsibility for DofE events in and out of hours including, expedition, training sessions, parents/carers meetings, practice expeditions, qualifying expeditions and presentation evenings/ celebration events
- To liaise with school staff, volunteers and external organisations in local community to find and promote opportunities for students to complete the sections of their Award.
- To undertake any other particular duties, which may be reasonably assigned to you by the Deputy Head teacher from time-to-time.
- To lead a team of volunteers (staff, former students and parents/carers) delivering the Expedition Section, ensuring that expeditions are staffed appropriately, and volunteers receive guidance, training and development opportunities appropriate to their role and involvement.

- To run an active volunteer recruitment programme
- To use eDofE to support the delivery and management of DofE within the School.
- To arrange suitable opportunities to celebrate young people's DofE achievements

#### **1b) PERSON SPECIFICATION**

**The person appointed will be expected to have:**

- The ability to effectively manage a team of volunteers
- A general awareness of the strategic direction of the School and an understanding of the environment in which it operates.
- An awareness of, and responsiveness to, the needs of secondary school aged students and the ability to form good relationships with them.
- Effective communication, interpersonal, time management, organisational and IT skills (including basic understanding of SIMs).
- Experience of working with young people and/or volunteers.
- An awareness of the DofE Scheme would be beneficial (but not essential)
- A suitable outdoor qualification for example, Mountain Leader Summer or Hill and Moorland Leader Awards, *would be beneficial but not essential.*
- Commitment, enthusiasm and flexibility in their approach and the ability to work well as part of a team according to the needs of the School.
- The ability to stay positive and meet deadlines even when working under pressure.
- An ability to work constructively in professional partnership with other staff and students and to establish a good rapport with a range of client groups.
- A commitment to personal development and training.
- A commitment to equality of rights and opportunities.

#### **1 c) EQUALITIES**

Be aware of and support difference and ensure that the school's equalities and diversity policies are followed.

#### **1 d) HEALTH AND SAFETY**

Be aware of and comply with policies and procedures relating to Outdoor Education and Expedition Management to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

#### **1 e) DISCLOSURE AND BARRING SERVICE**

This post is classified as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure



and Barring Service as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the DBS is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

#### **1 f) ADDITIONAL INFORMATION**

The postholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices.

**\*\* The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.**

#### **2. SUPERVISION**

The job holder is managed by the Deputy Headteacher. All non-routine decisions are referred upwards.

#### **3. JOB CONTEXT**

The job holder is one of a team of support staff who provide support services to the school.

The work is varied and has daily, monthly and termly routines.

#### **4. CONTACTS**

All members of the school community, including parents/carers.

*The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

# How to apply

Please apply using the 'Quick Apply' button on the TES advert.

## Further notes for applicants

### Visits

If you wish to visit the school, you will be made welcome, though this is not a requirement at this stage. Please telephone to make an appointment; your chances of getting the post will not be affected by whether or not you make such a visit. Those invited for interview will, of course, be given plenty of chance to see the school.

### Moving house

If you would need to move nearer, consider investigating property prices before deciding whether to apply: information is readily available via the web. The school may be able to support with advice and information regarding relocation. You might also be interested to look at the website of North Hertfordshire District Council ([www.north-herts.gov.uk](http://www.north-herts.gov.uk)).

### The Knights Templar

The school is named to commemorate the connection between Baldock and this ancient Order, which founded the town in the twelfth century. Readers of *The DaVinci Code* and similar works may be disappointed to find that we have no other connection with Templar organisations!

