

Administration  
Assistant

# INFORMATION PACK



DRIFFIELD  
SCHOOL  
& SIXTH FORM



# BELIEVE · ACHIEVE ONE DRIFFIELD

“

Leaders are passionate about creating an inclusive school for all pupils under the motto  
‘One Driffield’

Ofsted Inspection report  
February 2025

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# Introduction from the Headteacher

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Thank you for your interest in working at Driffield School and Sixth Form. I hope that, after reading the information provided, you will feel not only encouraged to apply, but excited by the opportunities that Driffield has to offer.

I have been a Senior Leader within The Education Alliance since 2013 and before moving to Driffield School's senior team, I was a Trust Director working across the secondary schools within the trust. It was during this time that I had the opportunity to work with colleagues and students in Driffield and instantly felt a connection with the school and its community. In spring 2018, I moved to the school's senior team full time so that I could be a key stakeholder in driving forward the school's success. I was Deputy Headteacher for Curriculum and Standards, working very closely with Subject Leaders to develop curriculum and standards of teaching, before being appointed Headteacher in 2022.

Driffield has the perfect comprehensive mix of students; they are a pleasure to teach and are our greatest asset. Many want to stay onto our Sixth Form due to its superb reputation. The number of students securing their first choice of university remains well above national average and we have many students who secure places at Russell group universities.

At Driffield School and Sixth Form, we want to provide a great education for every young person in our local area and this is our motivation. I have extremely high expectations of myself, staff and students. However, staff well-being is of utmost importance to us and everything we do is underpinned by our 'Workload Charter'.

We are extremely passionate about improving the life chances of our young people and we want all of our students to leave us with the best possible outcomes, a wide range of memorable experiences and an abundance of positive memories. I am proud to be the Headteacher leading the school through the next stage of its exciting journey and feel very lucky to lead a school with such amazing staff and students. Driffield offers a great opportunity for colleagues who are passionate about making a difference in an improving school and a supportive organisation.

This is undoubtedly an exciting time to join Driffield School and Sixth Form and the Education Alliance. We very much look forward to hearing from you and thank you for your interest in our school.

Best wishes  
Vicky Loftus  
Headteacher



# Our Trust

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I would like to welcome you to the Education Alliance. Let me tell you a little bit about us.

Our core purpose is to make great schools and happier, stronger communities so that people have better lives. This underpins everything we do. The way we do this is by: always doing what is right; trusting in each other and standing shoulder to shoulder and doing what we know makes the difference.

We know that staff and pupils only thrive in a positive culture and leaders here create a culture in which staff have an enjoyable, rewarding working environment in which all colleagues believe the demands of their job are reasonable and manageable. It is essential that our schools are led in an ethical way that is driven by moral purpose. The Trust is dedicated to developing, growing and retaining talented leaders and staff across the Trust and we invest heavily in staff development.

We start from an assumption of professional trust and the belief that everyone seeks to do a good job. We operate within a spirit of openness and transparency and staff are encouraged to feel confident to raise any concerns or issues they have. All our staff contribute to developing a thriving culture of openness, honesty and kindness, in which we make each other's lives better as well of those of our young people.

Included here are our workload charter and ethical leadership framework which will give you a sense of what this means.

TEAL is a family of schools and each school has retained its own identity but is warm and welcoming. We look forward to hearing from you.

Jonny Uttley  
CEO, The Education Alliance



# General information about the school

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We are an 11-19 Comprehensive School with approximately 1,500 students on roll. We are part of The Education Alliance, a growing multi-academy trust, currently consisting of Drifffield School and Sixth Form, Beverley Minster Church of England Primary School, Howden Church of England Infant School, Howden Junior School, Hunsley Primary, Malet Lambert School, Naburn Church of England Primary School, North Cave Church of England Primary School, South Hunsley School and Sixth Form, The Hub School, The Snaith School and Wilberfoss Church of England School and Yorkshire Wolds Teacher Training. We are here to make great schools and happier, stronger communities so that people have better lives. We do this by always doing what is right, trusting each other and standing shoulder to shoulder and doing what we know makes the difference. Doing what is right means always acting with integrity, in the interests of others and being honest, open and transparent.

'Pupils behave very well in school. They are respectful and kind.'

Ofsted Inspection report  
February 2025



Drifffield School and Sixth Form is a friendly and supportive school and we do everything we can to ensure that every individual child receives the care, support and guidance they need to thrive and be the best they can be. Our fantastic team of hardworking and caring staff are fundamental to this success and we invest heavily in professional development to enable our staff to flourish, continually develop and access in-house career opportunities. We have a long tradition of being an inclusive and supportive school and our aim is for all students and staff to enjoy learning, experience success and develop their full potential. Our Be Well Programme was introduced in September 2019 and provides a comprehensive package of well-being and mental health support for all our students, parents/caregivers and staff.

Further details are available in the general details section.

Staff, governors, students and members of the community have worked together to create a vision of the key qualities and values they would like to see in the school:

# BELIEVE • ACHIEVE ONE DRIFFIELD

A proud and confident community: achieving success  
through trust and respectful relationships.

As this dynamic vision statement illustrates, it is an exciting time for the school which has enormous potential.



‘Leaders are  
passionate about  
creating a school  
where pupils and  
students in the sixth  
form have a clear  
pathway to life beyond  
school. The careers  
programme is  
exemplary.’

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February 2025



The hard work of staff and students has resulted in a record number of the highest grades at Driffield School and Sixth Form in 2024. At A Level, 56% of our students achieved A\* to B grades and 80% A\* to C grades. 28% of all grades were A\* or A. We are really proud of our students' efforts and achievements and this year saw a wonderful set of results for students who can now move successfully into employment, apprenticeships and further study in Higher Education after a 98% pass rate.

'Relationships are strong throughout the school. Leaders are committed to knowing each individual well.'

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February 2025



The majority of our students gained their first choice of university with a high proportion securing a place at one of the prestigious Russell Group universities. A record number of students have also successfully graduated from our MEDSOC programme, securing a place to study medicine at university.

In 2024, 58% of students achieved at least a standard pass in both English and Maths and 39% achieved a strong pass or above in English and Maths.

Our recent Ofsted inspection states that, 'Leaders are passionate about creating a school where pupils and students in the sixth form have a clear pathway to life beyond school. The careers programme is exemplary.'



Our facilities have been designed to ensure the environment promotes learning and these include a purpose-built Art and Technology building and a state of the art Performing Arts block. A £1.2 million investment has recently been completed to update the school's North Building and the energy efficiencies this will create will be reinvested into teaching and learning. All our facilities are actively used by the local community outside school hours. We also have access to the East Riding Leisure Centre which is adjacent to the school site and is equipped with the latest fitness equipment for the benefit of staff and students. The school is also able to use residential facilities at Spiers Bank House, an ex-forestry commission house located near Pickering in the North York Moors. This provides a fantastic resource for the development of students' outdoor experiences as well as personal development.

We are committed to safeguarding and promoting the welfare of children and young people. All staff receive training on appointment and regular updates and clearance from the Disclosure and Barring Service is required prior to any appointment being made. The school's Child Protection Policy and Procedures can be accessed via this [link](#) and the Education Alliance Child Protection Policy can be accessed [here](#).

'The school believes passionately in its cornerstone values of care, perseverance, respect and responsibility. This creates an atmosphere where pupils achieve well'.

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February 2025



Within the Education Alliance Multi Academy Trust, there are also further opportunities to develop and progress. As a trust, we are here to make great schools and happier, stronger communities so that people have better lives. We do this by always doing what is right, trusting in each other and standing shoulder to shoulder, and doing what we know makes a difference. Doing what is right means always acting with integrity, in the interests of others and being honest, open and transparent.



Drifffield is at the heart of the Yorkshire Wolds and has recently been named by The Times as one of the best places to live in the North of England.

We are proud of our school and welcome the opportunity to show prospective staff who are interested in any current vacancies around the site.

For more information about the school and everything we have to offer, please visit [www.drifffieldschool.net](http://www.drifffieldschool.net).



'Pupils are inquisitive and motivated to do well. They are enthusiastic about their learning'.

Ofsted Inspection report  
February 2025

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**DRIFFFIELD  
SCHOOL  
& SIXTH FORM**

# ETHICAL LEADERSHIP CHARTER

## COMPETENCIES AND BEHAVIOURS



Our Ethical Leadership Charter provides our leaders with the principles to support them with ethical behaviours.

### TRUST

*Leaders are trustworthy and reliable. We do this by...*

- ▮ Being reliable, consistent, credible, honest, humble, courageous and kind.
- ▮ Managing emotions and helping others to manage their emotions.
- ▮ Keeping promises and doing what you say you will do.
- ▮ Having a genuine interest in others.

### OPTIMISM

*Leaders are positive and encouraging. We do this by...*

- ▮ Believing in our own ability, and the ability of others, to do what is right to change the world for the better.
- ▮ Calling out negativity and cynicism.
- ▮ Remaining positive and encouraging, despite sometimes experiencing setbacks, challenges and pressures. Helping others to maximise opportunities, overcome challenges and celebrate success.

### KINDNESS

*Leaders demonstrate respect, generosity of spirit, understanding and good temper. We do this by...*

- ▮ Being kind, humble and authentic.
- ▮ Leading with compassion and care, listening and seeing beyond the job role to the person.
- ▮ Using high levels of emotional intelligence. Building trust and rapport with others, by acknowledging, empowering and elevating others.

### COURAGE

*Leaders work courageously in the best interests of children and young people. We do this by...*

- ▮ Looking in the mirror when something goes wrong.
- ▮ Remaining calm, optimistic and positive in the face of adversity, adapting to changing circumstances and helping others to move forward.
- ▮ Give the whole truth, the back-story and the why.

### SERVICE

*Leaders are conscientious and dutiful. We do this by...*

- ▮ Reducing stress and anxiety in the organisation by modelling calm and considerate behaviour.
- ▮ Behaving in a dutiful, conscientious way, demonstrating humility and self-control to build great schools.
- ▮ Removing barriers and blockers to enable others to do their jobs well.
- ▮ Leaving our egos at the door and putting ourselves in the service of others.
- ▮ Channel ambition into our schools, not ourselves, and developing our successors.

### WISDOM

*Leaders use experience, knowledge and insight. We do this by...*

- ▮ Developing knowledge and real expertise, then sharing knowledge.
- ▮ Learning from mistakes and failures and admitting when we are wrong.
- ▮ Recruiting knowledgeable, skilled experts, learning from them, embracing their expertise and helping them to flourish.
- ▮ Viewing systems, methods, models and techniques as a means to an end, removing or changing them if they prove to be ineffective.

### JUSTICE

*Leaders are fair and work for the good of all children. We do this by...*

- ▮ Doing what is right, rather than what is popular or easy.
- ▮ Ensuring we live and breathe our sense of purpose and values in the way we behave, interact with others, make decisions and communicate.
- ▮ Ensuring rules are necessary and applying them in a consistent, transparent and fair way, whilst allowing for discretion and common sense.
- ▮ Valuing difference, building diverse teams and encouraging others to behave responsibly towards the community and the environment.

### VISION

*Leaders have a clear sense of purpose and focus their attention, strategic direction, and resources on achieving their dream. We do this by...*

- ▮ Anticipating the future and helping people ready themselves for change. Thinking strategically, researching, gathering, analysing and assessing information, seeking opportunities for organisational development.
- ▮ Scan the horizon, read and research, share learning with others and collaborate to consider options, obstacles and risks.
- ▮ Believing in the potential of others; helping them be the best they can be.
- ▮ Quickly taking in new information and translating that into recommendations, decisions, plans and projects.



# THE WORKLOAD CHARTER



## OUR PROMISE

For too long in too many English schools, staff have been asked to choose between being seen as good at their job and being a good mum, dad, partner, son, daughter or friend. We say, "no more".

While we are far from perfect, we will do everything we can to support our staff to balance the demands of their jobs and those at home, and we recognise that in everyone's life there are good times and bad. It is the job of all of us to support each other through both.



## CULTURE

The culture of the trust and our schools is critical in ensuring we have an enjoyable, rewarding working environment in which all colleagues believe the demands of their job are reasonable and manageable.

We start from an assumption of professional trust and the belief that everyone seeks to do a good job. We ask all leaders to set a good example in how they behave and that they try to reduce levels of stress and anxiety in the organisation.



## WORKLOAD

The trust supports the principle of 1265 hours for teaching staff, and where a colleague is not required to attend a particular directed event, for a reason such as not teaching a particular year group, they should not be given directed work.



## LESSON PLANNING

Staff are not expected to submit daily or weekly plans. IT systems will be aligned to establish systems and processes that minimise the replication of effort across different schools.



## MARKING AND FEEDBACK

- ▼ There is no central trust-wide or school-wide approach.
- ▼ There is no centrally prescribed frequency of written feedback.
- ▼ Each subject may have a different approach developed by our subject experts.
- ▼ We mark less in terms of the number of pieces of work but with greater impact.
- ▼ We should not use acknowledgement marking.



## DATA COLLECTION

The trust continues to explore greater use of technology to reduce aspects of teacher workload involved in data collection.

Currently, schools collect student performance data only twice a year to ensure they can monitor progress without over-burdening staff. Teachers are only asked to input data that requires their professional judgement.



## EMAILS

There is no expectation that staff respond to emails outside normal working hours. We want all staff to be able to achieve a healthy work-home balance and we trust the professional judgement of our staff to make decisions about when they work outside school hours. We ask all staff, including leaders, to refrain where possible, from sending group emails and to think carefully before using the "reply all" function.



## WORKING PRACTICES

Where new initiatives are introduced, they should be based on evidence that they are likely to improve student outcomes and serious consideration must be given to what we are going to stop doing to 'make space' for what is new.



## INSPECTION

The trust does not conduct 'mocksteds' that require teachers to provide lesson plans or that involve processes outside the normal quality assurance and performance development policies.



# School Improvement Plan: 2024 – 2027

One Driffield: Be Here. Be Yourself. Be Your Best

Year 1  
2024 - 2025



Improvement Strategy	What we want to accomplish	How we will know if it's worked <i>Note: More detail in each section</i>
<b>1. A good teacher in every classroom</b>	<p>1a) Consistent and effective use of high-impact strategies from our Teaching Charter, with a focus in Year 1 on:</p> <ul style="list-style-type: none"> <li>• Use of 'show-me' with whiteboards to assess the understanding of a whole class at once</li> <li>• Questioning (specifically no opt out and cold-calling)</li> <li>• Modelling.</li> </ul> <p>1b) An effective programme of CPD that is designed and delivered to ensure consistent quality first teaching so that we meet the needs of all our students.</p>	<ul style="list-style-type: none"> <li>• QA processes (floodlighting, book looks) indicate consistent and purposeful implementation of Teacher Charter strategies</li> <li>• Effective assessment drives adaptive teaching, identify misconceptions and subject knowledge gaps</li> <li>• Staff voice indicates an increase in confidence using the routines and an understanding of how to use them effectively</li> <li>• Outcomes for key groups of students, including disadvantaged, SEND, higher ability and boys, continue on an upward trajectory</li> </ul>
<b>2. An ambitious, inclusive curriculum</b>	<p>2a) All students access an ever-evolving, inclusive curriculum that is ambitious, well designed and sequenced (with reading and writing at its heart) across all key stages and subjects.</p> <p>2b) Well-designed assessment drives curriculum development, adaptive teaching and effective feedback, allowing us to identify appropriate students for timely and evidence-based wave 1 interventions (addressing gaps in knowledge) and wave 2/3 interventions (that narrow attainment gaps).</p>	<ul style="list-style-type: none"> <li>• The percentage of students achieving A*-A/ A*-B and A*-C (at A Level) are above national averages</li> <li>• An increasing proportion of students secure the qualifications they need for future learning and employment, achieving positive outcomes and meeting national benchmarks</li> <li>• Outcomes for key groups of students, including disadvantaged, SEND, higher ability and boys, continue to improve</li> <li>• Intervention outcomes demonstrate that gaps in reading ability and comprehension are narrowing and all students are able to read with fluency and confidence appropriate to their age</li> </ul>
<b>3. A culture of wider personal excellence</b>	<p>3a) The importance of character (inside and outside of the classroom) is prioritised by:</p> <ul style="list-style-type: none"> <li>• Inspiring our students to strive for personal excellence by engaging with our core character values</li> <li>• Challenging them through a coherently planned and sequenced curriculum, pastoral care and extra-curricular opportunities</li> <li>• Raising aspirations with the ambition to impact and influence communities on a local, national and global scale.</li> </ul> <p>3b) Equality and diversity is promoted by:</p> <ul style="list-style-type: none"> <li>• A sustained focus so that it remains high profile and is a golden thread through our curriculum in all key stages</li> <li>• Utilising internal and external role models to provide education for ourselves and all our stakeholders.</li> </ul> <p>3c) Students understand the benefits of taking care of themselves, both mentally and physically. This is achieved by:</p> <ul style="list-style-type: none"> <li>• Providing a coherent health and relationships curriculum</li> <li>• Providing effective pastoral care (supplemented by expert external provision and signposted support programmes) to ensure students know how to stay safe and healthy</li> <li>• Preparing students for their exam for life (becoming independent well-rounded citizens).</li> </ul>	<ul style="list-style-type: none"> <li>• A wide range of rich experiences are accessed by all groups of students</li> <li>• Driffield is a happy school where students report that they feel safe, value difference and know that bullying, harassment and violence are never tolerated</li> <li>• Student voice demonstrates that students are well supported in keeping themselves safe outside of school, knowing how to keep themselves physically and mentally healthy</li> <li>• At least 30% of students access Russell Group universities, with increasing numbers accessing higher level apprenticeships</li> <li>• We have no NEET students at the end of Year 11</li> </ul>
<b>4. Effective systems for behaviour, safeguarding and care</b>	<p>4a) A whole school culture where everyone recognises the importance of (and promotes) good school attendance to support academic/ social outcomes and wellbeing.</p> <p>4b) A strong community ethos that commits to and is proud to contribute to our One Driffield vision, consistently applying our shared understanding of high expectations and explicitly teaching the behaviours, character traits and routines we expect to maintain our culture of positive behaviour.</p> <p>4c) A safe and respectful school environment where everyone feels valued is prioritised by:</p> <ul style="list-style-type: none"> <li>• Ensuring we understand the social and contextual issues impacting on our students</li> <li>• Ensuring students feel equipped with the knowledge and understanding that helps them empathise with others</li> <li>• Consistently and robustly tackling all forms of discrimination, bullying and harassment.</li> </ul>	<ul style="list-style-type: none"> <li>• Whole school attendance improves annually, moving towards the targets 96% (all) and 94% (disadvantaged)</li> <li>• Behaviour is consistently good in lessons and around the site: classrooms will be disruption free</li> <li>• Cornerstones routines and expectations are fully embedded in all areas and therefore students consistently display strong learning behaviours</li> <li>• Students consistently report that they feel safe, free from discrimination, harassment and bullying and consistently demonstrate supportive and respectful peer relationships</li> <li>• Students demonstrate resilience and make a highly positive, tangible contribution to the life of the school</li> </ul>
<b>National Examination Targets</b>	<ul style="list-style-type: none"> <li>• Students, including disadvantaged, SEND, higher ability and boys, develop detailed knowledge and skills across the curriculum and, as a result, achieve well</li> <li>• Students are ready for the next stage of education, employment or training and gain qualifications that allow them to go on to destinations that meet their interests, aspirations and the intention of their course of study</li> </ul>	<p>End of Key Stage 4 (FFT20)</p> <ul style="list-style-type: none"> <li>• Progress 8 = n/a in 2025 and 2026</li> <li>• Basics = 75% (4+) and 50% (5+)</li> </ul> <p>End of Key Stage 5 (FFT20)</p> <ul style="list-style-type: none"> <li>• A* - A</li> <li>• A* - B</li> <li>• A* - C</li> </ul> <p>above the 2024 national average</p>

- This document is intended to provide a summary of the main strategies and actions that the school will take over the next twelve months. Detailed plans sit behind many sections.
- Progress towards these outcomes will be assessed through the school's quality assurance schedule along with external scrutiny and peer review.
- The latest data and a brief commentary will be added to the Review Point in February based on this quality assurance activity. The impact (not activity) will be ROG and actions adjusted accordingly.


# The Central Administration Team

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The Central Administration team is a friendly and supportive team which plays an integral part in the high quality of education we deliver at Driffield School and Sixth Form, completing a wide range of administrative tasks, reprographics services and operation of the school Library and Resource Centre.

The team works closely with members of the school's Leadership Team and Subject Leaders to support all areas of school life to ensure that students have a positive experience at here at Driffield School. Tasks range from covering the school's main reception and operating the switchboard, data entry, maintaining communications including sending of letters, administration of events such as progress evenings, educational visits, school prom and celebration evenings, co-ordinating school transport including twilight buses, day to day running of the school Library and Resource Centre, producing all paper copying through the reprographics department and a wide variety of administrative tasks.

We continue to support the development of all roles through continued professional development opportunities and regular line management meetings. These are crucial to ensuring you are fully supported and able to achieve your potential.



# Staff benefits

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The Education Alliance is committed to supporting our entire workforce. Alongside our ethical leadership and workload charter there are a range of benefits which include:

- Dedicated development time to support you in your role and to allow you to gain additional qualified certifications.
- Access to the Team TEAL benefits platform in partnership with Vivup, giving access to a car salary sacrifice scheme, a cycle to work scheme, access to Wagestream and other lifestyle benefits which will allow staff to save money.
- Free Flu vaccinations held on site each year.
- Refund of the cost of an Annual NHS Prescription Prepayment Certificate.
- Regular staff surveys and opportunities to engage in focus groups encouraging staff to be involved in shaping the future of the school and the trust.
- In school individual support from Mind as part of the school's Whole School Approach to Mental Health and Well Being.
- An induction programme and continued investment in training and development, with access to coaching and mentoring, career and professional development.
- Family friendly policies and opportunities for flexible working, with a trust commitment to continually look to ways to improve the work-life balance for our staff.
- Free parking
- Automatic membership of the Local Government Pension Scheme and the Teachers' Pension Scheme.
- Recognition of continuous service if you join us from another school, academy or local government employer.
- Hot and cold snacks and meals available from our canteens and complimentary lunches when on lunch duty and training days.
- Free tea and coffee in all of our staffrooms.
- Corporate membership to the East Riding Leisure gyms, saving over 25% on membership costs.
- Employee Assistance Scheme available 24/7 via telephone or on-line portal, providing advice on assistance on a wide range of practical issues ranging from legal information and consumer issues to specialist counselling. This now includes a GP appointment service which allows staff and their immediate families to access a GP appointment within 24 hours.



