

Chelmsford County High School for Girls A Grammar School with Academy Status



Appointment

Head of German or Teacher of German

Required: ASAP, November 2019 or January 2020





Contents

Letter from Stephen Lawlor, Headteacher
Introduction
The Senior Leadership Team (SLT)
Background on Department
Job Description: Head of German
Person Specification: Head of German
Job Description: Teacher of German
Person Specification: Teacher of German
Application Process
About Chelmsford
Advert





September 2019

Dear Prospective Applicant

Appointment of: Head of German or Teacher of German

Thank you for requesting information about the post. Should you decide to apply and be successful you will be joining a school which, from your first visit, will strike you as vibrant, bursting with energy and enthusiasm, and above all a very happy school that celebrated its Centenary Year in 2007. You will also find it useful to visit the school website www.cchs.co.uk.

We are rated as an “outstanding” school, a badge we are proud to hold and which applies to all areas of the School’s activities.

Chelmsford County High School for Girls has been a single academy trust since 2011. The status offers us a range of opportunities to pursue academic goals whilst running the school as a limited company. The School expanded to 5 forms of entry in 2015 in response to increasing demand for grammar school places in the area, over 1,300 girls sit our entrance test each year. Expansion will be completed by 2020, we expect our Sixth Form to grow as a result.

The School has been awarded a substantial grant to expand by an additional form of entry from September 2020. This is conditional to the School developing its existing strategies of working with local primary schools to encourage and support girls from disadvantaged backgrounds sitting our entrance test and securing a place. To that effect we have amended our admissions policy and committed to reserving up to 30 places for girls in receipt of Pupil Premium and Free School meals whose results fall within the top two bands.

Our school is led by a strong team of senior staff and governors who are constantly striving for excellence, seizing all opportunities for the benefit of our students and our staff.

We are seeking to appoint a person with the skills, knowledge and experience to complement the team of teachers and leaders. Above all, we are looking for a committed individual with a genuine interest in providing the highest quality in every aspect of the role. Our students deserve the very best we can provide. We believe in the importance of a collaborative approach and a commitment to the team. The successful applicant will benefit from a wide range of experience at our school and above all enjoy working with us.

Thank you for your interest. If you feel that Chelmsford County High School for Girls can provide the challenges and opportunities you are looking for then we would be delighted to hear from you.

Yours faithfully

Stephen Lawlor
Headteacher



STUDENTS

Chelmsford County High School is a great place to work with a caring ethos – our students are motivated, pleasant, courteous, well-behaved and enormous fun! They like school, and enjoy learning, achievement is high, and almost all the students go on to Higher Education at the most competitive universities, including Oxford and Cambridge.

THE SCHOOL

Chelmsford County High School was founded in 1906 as one of the first girls' secondary schools in Essex. In an area where most other schools are all-ability comprehensives, it is a selective grammar school with academy status.

In September 2015, we expanded our intake for Year 7 and Year 12 admitting 150 students per year groups. Most of our students in Year 11 return for the Sixth Form, and some 30-40 students join Year 12 from other schools. Entry at Year 7 is highly competitive: according to our admissions policy we offer places to the 150 girls who meet our criteria, out of the 1,300 or more who sit the entrance test. The School has a large number of "feeder" primary schools, around 80 in any one-year group! Entry into the Sixth Form is determined by a strong performance at GCSE, which suggests good potential in the subjects chosen for A Level. At present, there are 967 students on roll with 242 in the Sixth Form. Our students follow a broad curriculum with equal value attached to each subject area. We are working towards an Artsmark Gold Award, which celebrates the emphasis we put on creativity across the curriculum.

This is not a complacent school. We regularly review our practice, and ensure that classroom methodology is appropriate to the needs of our students. All staff have the opportunity to contribute to whole school planning for improvement through their subject and year teams as well as focus groups, each led by a member of the Senior or Middle Leadership Team.

This is a very busy school, which places a strong emphasis on enrichment activities. There is a fine tradition of musical performance, and most students play at least one instrument. There are many orchestras, choirs and ensembles. Drama is also an important enrichment activity,





with clubs, and major school productions involving many students. Our sports teams are very successful, as are our individual sportswomen. Our students are lively and talented, as well as being academically able, and we try to provide plenty of opportunities for them. They also run a wide range of clubs or societies such as the Law society and Medical society where they invite speakers or present papers themselves. House activities include some distinctly less serious events, which nonetheless challenge student ingenuity. As a girls' school we challenge gender stereotypes and place great importance in presenting our students with a wide range of opportunities beyond the taught curriculum, this includes involvement in many STEM activities and competitions.

In terms of resources and buildings, we have a fine mixture of "traditional", provided by the original main building, and a variety of buildings dating back to different decades of the last century together with some excellent modern facilities, such as the Music and Languages Centres. There is good computer provision, including interactive whiteboards in every classroom. We have some dedicated Sixth Form facilities, a dance/drama studio, and all-weather artificial pitch. We recently created a lecture room where we run a programme of academic lectures.

Governors are highly committed individuals who are generous with their time and the expertise they bring to the School. Parents are very supportive individually or through the Parents' Association, and have, obviously, very high expectations of the School. We have a strong school community, which is friendly and welcoming. We trust our students to behave well, and the atmosphere in the School reflects our high expectations of them in this respect.

STAFF

- ❖ The School currently has a teaching establishment of 43 full-time and 25 part-time staff.
- ❖ There is a non-teaching establishment of 34 Support Staff most of whom are part-time, who support teaching and learning in various capacities.
- ❖ The school operates a no-smoking policy.

THE SENIOR LEADERSHIP TEAM

- ❖ **Headteacher: Mr Stephen Lawlor**
- ❖ **Deputy Head – Curriculum, Planning and Timetable – Mrs Emma Ledwidge**
- ❖ **Deputy Head - Pastoral – Mrs Maria French**
- ❖ **Assistant Headteacher - Head of Sixth Form – Dr Michael Palmer**
- ❖ **Business Manager – Mrs Melissa Mulgrew**



Introduction to the German Department

German is a highly popular and successful subject within the school with around 70 students studying German in both Years 10 and 11, and with one teaching group in both Years 12 and 13. Last year students achieved 89% 9-7 grades at GCSE. In the Sixth Form most students are expected to achieve grade A*, A or B grades at A-level.

German is taught to all students at KS3, at KS4 students currently study the 9-1 GCSE (Edexcel). The students in Year 12 and Year 13 study the Edexcel German A-level.

The ethos of the department is to develop students who are outstanding linguists rather than simply meeting the needs of an examination. Lessons are pitched to stretch the most able within the class, whilst supporting those who find the subject challenging. Lessons will often go well beyond the confines of the basic curriculum or exam specification and all teachers within the department have excellent subject knowledge. Many students studying German in the Sixth Form will be looking to study German or Linguistics at university, including Oxford and Cambridge, so teaching and learning has to reflect this.

The German department is based in a purpose built new, modern suite of language classrooms, and there is a fully equipped languages laboratory. All classrooms are fitted with SMART boards.

Extra-curricular events organised by the department include visits to the Rhineland for the whole of Year 8, the German Exchange for Years 9, 10 and 12, Film Clubs, competitions such as the ALL 'Have your Say' competition and GCSE revision clinics. We also have links with the UK-German Connection and their Youth Ambassador programme.





Job Description Head of German

Responsible for all aspects of the Subject Team.

PURPOSE OF THE ROLE

To provide leadership and management for the Subject, to secure excellent experience of teaching the subject so all students achieve their potential and some exceed it and the extra-curricular opportunities that enrich their experience.

To assist the Headteacher and Senior Leadership Team in the overall leadership and development of the School.

KEY FUNCTIONS

- 1. Impact on educational progress beyond assigned students**
 - Establish common standards of practice across the Subject.
 - Implement School quality assurance procedures and ensure adherence to these within the Department.
 - Ensure teachers fulfil their teaching and monitoring duties.
 - Through teachers be accountable for student progress within the different areas of the Subject.

- 2. Lead, develop and enhance the teaching practice of others**
 - Use the team meetings to share good practice and feedback training.
 - Monitor collaborative working via lesson and peer observation.
 - Act as coach and mentor to colleagues within the team.

- 3. Have accountability for leading the Subject**
 - Chair team meetings.
 - Promote team work.
 - Encourage involvement in extra-curricular activities.
 - Through teachers ensure the curriculum is appropriate and complies with all School policies.
 - Ensure effective communication within and beyond the team, including Support Staff.
 - Conduct performance reviews of members of the team.

OTHER SPECIFIC DUTIES:

- To undertake any other duty as specified in the STPCD not mentioned in the above.
- Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- This role description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.



Person Specification: Head of German

The person specification should be read in conjunction with the job description.

PERSONAL QUALITIES

1. Intellectual capacity and mental resilience to cope with the complex issues and management pressures of a dynamic and innovative school.
2. Enthusiasm for the role and an ability to motivate students and staff.
3. Ability to be both a team leader and a team player.
4. Commitment, energy, creativity, imagination and capacity for hard work.
5. Positive approach and attitude to change.
6. Ability to listen to the ideas of others and use them when appropriate.
7. Well developed sense of humour.
8. Leader in maintaining high standards of student discipline and an excellent learning ethos.

EXPERIENCE AND PERSONAL DEVELOPMENT

1. Outstanding classroom practitioner.
2. Evidence of high level leadership skills and emotionally intelligent management to get the best out of people.
3. Experience of collaborating with colleagues and beyond the School.
4. Evidence of having raised standards and innovated successfully within own classes or beyond.
5. Evidence of commitment to personal professional development.
6. Experience of monitoring and evaluating.

KNOWLEDGE, UNDERSTANDING AND SKILLS

1. Excellent understanding of the key elements of outstanding teaching.
2. Excellent communication skills (oral and written).
3. Ability to analyse and interpret data.
4. Strong organisational, administrative and time management skills.
5. Excellent understanding of current curriculum developments and their implications.
6. Understanding of the role of research evidence in contributing to school improvement.
7. Understanding of how to coach teachers to be more effective.
8. Understanding of how interactive technologies can enhance learning.

PROFESSIONAL QUALIFICATIONS AND TRAINING

1. First degree in a subject relevant to the teaching post.
2. DfES recognised teaching qualification
3. Commitment to the continuing professional development of all members of the Department
4. Commitment to further professional development



Job Description Teacher of German

Teaching subject specialism classes and other subject classes as allocated by the Leadership Team.

PURPOSE OF THE ROLE

To provide excellent teaching so all pupils achieve their potential within an atmosphere in which pupils feel challenged, valued and secure

To assist the Headteacher and Leadership Team in the overall management and development of the school

DUTIES

The Teachers' Pay and Conditions Document specifies the general professional duties of a teacher. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner

PARTICULAR DUTIES

Under the overall direction of the Headteacher.

KEY FUNCTIONS

- Teach subjects allocated, including planning, setting homework, marking and assessment in line with school policies. Engage with school-wide learning initiatives. If appropriate.
- Ensure that excellent teaching and learning takes place in all allocated classes.
- Mark, assess, record and report on pupil achievement and maintain records as required. Maintain accurate records and use assessment data to monitor progress, targets and further action (e.g. SEN, Pupil Premium, Gifted and Talented, praise and under achievement).
- Contribute to the development of Schemes of Learning, programmes of study, and subject/year development plans, School and Team policies as appropriate.
- Maintain a purposeful, orderly classroom environment including neat storage, learning-centred display and by employing a range of assertive behaviour management strategies
- Undertake specific duties within the Team as delegated after consultation with your line manager
- Attend and contribute to appropriate meetings and professional development activities
- Meet deadlines for reporting, marking and other assignments

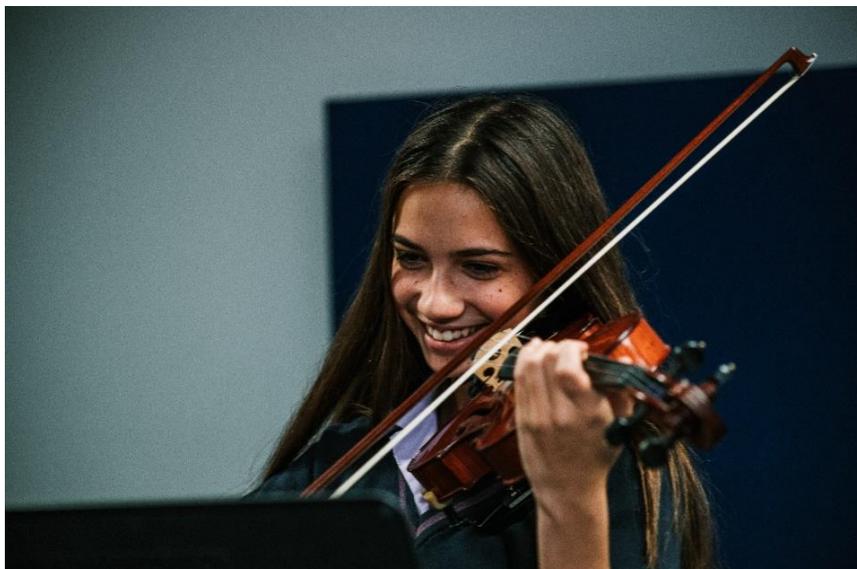


Job Description Teacher of German

- Prepare pupils for examinations and take part in standardisation or moderating exercises as required by the Team or examination boards
- Follow School Policy and support the Leadership Team in the effective operation of the school
- Undertake the appropriate CPD, including lesson observation, and show its impact on teaching and learning

OTHER SPECIFIC DUTIES:

- To engage actively in the performance review process.
- To undertake any other duty as specified in the STPCD not mentioned in the above.
- Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- This Job Description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.





Person Specification: Teacher

It is important that your application should address and evidence each of the criteria of the specification by means of a supporting statement.

SKILLS AND ABILITIES

- A proven track record as an outstanding classroom teacher.
- First-class planning, assessment and record-keeping.
- A proven record of raising standards and of initiating and maintaining innovative curriculum design and delivery.
- Excellent problem-solving skills.
- Excellent ICT skills.
- Highly competent subject Teacher.
- A commitment to celebrating students' achievements, skills and talents, as well as an ability to tackle problems effectively.

KNOWLEDGE AND EXPERIENCE

- Excellent subject knowledge.
- A detailed understanding of all current educational initiatives which apply to the subject.
- Recent teaching experience (or appropriate training) with secondary age students.
- An understanding of Health and Safety issues within an educational setting.

GENERAL ATTRIBUTES

- Excellent written and oral communication skills.
- Strong leadership skills with an ability to develop and maintain positive relationships with students, colleagues and parents.
- An ability to work effectively under pressure.
- A commitment to extra-curricular activities and to the school's involvement in the wider community.
- Good sense of humour.
- A flexible approach to tasks.
- A willingness to contribute to whole-school initiatives.
- A commitment to networking and the sharing of best practice.

PROFESSIONAL QUALIFICATIONS AND TRAINING

- A first degree in a subject relevant to the teaching post.
- A DfE recognised teaching qualification.
- A commitment to the continuing professional development of all members of the Department.
- A commitment to further professional development.



Application Process

To apply for this role, please submit a completed application form supported by a letter addressed to Mr Stephen Lawlor, Headteacher, outlining what you would bring to the post, addressing the Person Specification and the Role Description.

Please give the names, positions, organisations and telephone contact numbers of two referees, one of whom must be your current or most recent headteacher. Referees will be contacted prior to interview, unless you specifically state otherwise.

Please also complete and return the Equal Opportunities Monitoring Form, which is included with the Application Form. This will help us to follow the recommendations of the Equal Opportunities Commission, the Commission for Racial Equality and the Disability Rights Commission that employers should monitor selection decisions to assess whether equality of opportunity is being achieved. The information on this form will be treated as confidential and used for statistical purposes only. This form will not be treated as part of your application, and will not be seen by anyone involved in the selection process.

Finally, please ensure that you have included work, mobile and home telephone contact numbers and an e-mail address. Please also indicate any dates when you will not be available for interview.

Applications should be sent to Mrs Hazel Bates, **for the attention of Mr Lawlor by email: hbates@cchs.essex.sch.uk**



About Chelmsford

Situated just 30 miles northeast of London, Chelmsford is the perfect base, with excellent road, rail and air communications. The A12 runs to the east of the town, meeting the M25 near Brentwood, with London's Liverpool Street railway station, and Stansted Airport 30 minutes away, respectively. From a bustling town centre with excellent shopping and eating facilities, to tranquil villages, unspoilt countryside and coast, Chelmsford is the perfect combination of city and country.

Chelmsford took the top spot in the 2018 Sunday Times Best Places to Live guide. In the guide, which ranks towns on factors including jobs, broadband speed, culture, community spirit and local shops, Chelmsford ranked Best Place to live in the East as it is also home to several excellent state schools, and the Anglia Ruskin University.

Despite redevelopment in the past 30 years, Chelmsford retains many glimpses of its past. It was awarded City status in 2012. Mentioned in the Census of 1086 as two settlements beside the River Can, later joined by a bridge, it became the County town in 1250. The Blackwater and Chelmer Navigation Canal opened in 1797, linking the town to the coast, and the railway came in 1843. Chelmsford is the renowned birthplace of radio; Marconi began broadcasting in 1895, and the city has attracted major names in the business world ever since.

The town centre benefitted from some investment recently with John Lewis, and many more high-class shops located in the new Bond Street.





Head of German (TLR 2a) or Teacher of German

Required - ASAP, November 2019 or January 2020

Chelmsford County High School for Girls is one of the most successful girls' selective schools in the country. This is, therefore, an ideal opportunity for a well-qualified teacher of German to gain experience teaching some highly motivated and able students.

We are looking to appoint either a Head of German (full-time) or a teacher of the subject (for the teacher of German, we may consider part-time). It is an exciting opportunity to join/lead a thriving and dynamic department. We are seeking a committed classroom practitioner, who is passionate about German, has the ability to drive students to great success, and is willing to contribute to the development of the subject and the wider life of the school.

All students study German throughout KS3 and it is a very popular option at both GCSE and Advanced level. We deliver the Edexcel (9-1) GCSE and Edexcel A level. Examination results are excellent throughout. Students benefit from a modern suite of classrooms and a specialist language laboratory - a 21st century language learning environment. Staff in the German Department offer additional opportunities to students, including a well-established Exchange with our partner school in Backnang, as well as a number of lunchtime clubs and enrichment projects. The German Department is part of the Languages Faculty. This faculty structure provides an excellent support for the Subject, opportunity to share good practice and offers a corporate identity for language learning across the School.

We welcome applications from teachers in all sectors of education.

For an application pack please see the School website (www.cchs.co.uk) or contact:
Mrs Hazel Bates: Tel: 01245 245729 Email: hbates@cchs.essex.sch.uk

Closing date for receipt of applications: Monday 16th September 2019
Interview date: TBA

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment. The post is subject to an enhanced DBS Clearance.