



Chelmsford County High School for Girls

Inspiring the leaders of tomorrow to think for themselves and act for others



Appointment

Assistant Headteacher Teaching & Learning and Staff Development

Salary range: L12, £55,338 – L16, £61,166

Required: September 2022

Closing date: 4pm, Monday 25th April 2022

Interviews will take place: week commencing Monday 2nd May 2022

School tours welcome





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March 2022

Dear Prospective Applicant

Appointment of: Assistant Headteacher – Teaching & Learning and Staff Development

Thank you for requesting information about the above 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, which contains lots of information about CCHS, as well as links to our social media accounts.

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. This status offers us a range of opportunities to pursue academic goals whilst running the school as a limited company. The School expanded to 6 forms of entry in September 2020 in response to increasing demand for grammar school places in the area and over 1,300 girls sit our entrance test each year. Expansion will be completed by 2024 and we expect our Sixth Form to grow as a result.

The School was awarded a substantial Government grant in 2018 which was conditional on 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 2020, we expanded our intake for Year 7 admitting 180 students per year alongside the 150 students in Year 12. 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: in accordance with our Admissions Policy we offer places to the 180 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 1115 students on roll with 303 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 dedicated Sixth Form facilities, a drama studio, an all-weather artificial pitch and a lecture room where we run a programme of academic lectures. In September 2021 we opened a new Sports Hall with dance studio and fitness suite, and a new teaching block containing additional science laboratories and classrooms.

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 46 full-time and 27 part-time staff.
- ❖ There is a **non-teaching establishment** of 47 Support Staff most of whom are part-time, who support teaching and learning in various capacities.
- ❖ **New Staff Induction Programme** – new colleagues benefit from a comprehensive programme of support and guidance from their Department and Pastoral teams.



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- ❖ **Professional qualifications** – we offer teaching staff the opportunity to develop their knowledge and understanding of education by offering a contribution to the cost of a Master’s degree or an NPQ course.
 - ❖ **Continuing Professional Development** – we have well-established Professional Development Groups and School Development Groups, which provide staff with focused and personalised development programmes.
 - ❖ **Leadership development** – we have devised and run the ‘CCHS Leadership Programme’ to enable colleagues to secure leadership experience, as well as develop their existing practice, to facilitate career progression.
 - ❖ **Wellbeing** – we have a staff wellbeing group as part of a whole-school commitment to ensuring that all staff thrive in their professional roles.



The Senior Leadership Team

- ❖ **Headteacher** **Mr Stephen Lawlor**

- ❖ **Deputy Headteacher** **Mrs Emma Ledwidge, Curriculum**

- ❖ **Assistant Headteacher** **Mrs Jo Cross, Teaching & Learning and Staff Development**

- ❖ **Assistant Headteacher** **Miss Fiona Harrison, Pastoral**

- ❖ **Assistant Headteacher** **Dr Michael Palmer, Head of Sixth Form**

- ❖ **Business Manager** **Mrs Melissa Mulgrew**



Post Held: Assistant Headteacher, Teaching & Learning

Line Manager: Headteacher

PURPOSE

To share in the strategic leadership of the whole school with reference to specific areas of responsibility.

MAIN RESPONSIBILITY

To be responsible for the quality of teaching and learning, assessment, staff development and subject monitoring.

SPECIFIC DUTIES

- Leadership of Teaching and Learning
- Production of Academic Bulletin
- Leadership of School Assessment
- Oversight of Teaching and Learning standards
- Oversight of Teacher Assessment data, production of summaries
- Monitoring of the quality of teaching & learning across the school through the organisation of departmental deep dives and the preparation of reports
- Leadership of CPD: whole school, team and individual

GOVERNOR COMMITTEES

- Staff and Student Matters Committee attendance to present subject monitoring reviews, advise on all matters related to the role.

SCHOOL POLICIES

- Teaching & Learning
- Assessment
- Homework
- Staff Development

LINE MANAGEMENT

- School Development Leaders
- Subject Leaders for various subjects
- Certain Support Staff

SHARE OVERSIGHT OF SCHOOL EVENTS

- Year 11 Insights Evening
- Teaching and Learning Parent Events



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.

LEADERSHIP DUTIES

In addition, all staff on the Leadership pay scale play a critical role in the life of the school and are expected to:

- Inspire confidence in those around them and work with others to create a shared strategic vision which motivates students and staff;
- Take the lead in enhancing standards of teaching and learning and value enthusiasm and innovation in others;
- Have the confidence and ability to make management and organizational decisions and ensure equity, access and entitlement to learning.



It is important that your application should address and evidence the majority of the criteria of the specification by means of the application form or supporting statement.

The successful person will need to possess most or all of the following:

- Outstanding classroom practitioner
- Experience of leadership and management of a team
- Excellent skills in written and spoken English
- A high degree of professionalism
- Experience of results tracking
- Excellent interpersonal skills with colleagues, parents and students including the ability to manage people, to defuse conflict and to solve problems
- Good public speaking skills
- Belief in young women taking responsibility and making their own decisions
- Good administrator with careful attention to detail
- Pro-active, determined and energetic
- Diplomatic and discreet
- Flexible and good humoured
- Strong ICT skills
- Able to work under pressure, good time manager
- Motivator, leader
- Willing to work beyond the limits of the school day



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 Job Description and the Person Specification.

Tours on Wednesday 30th March and Thursday 21st April are most welcome, in advance of your application. Please contact Miss Helen McGrath, hmcgrath@cchs.essex.co.uk to arrange a suitable time to visit.

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. **Referees should be from different organisations.**

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 email address. Please also indicate any dates when you will not be available for interview.

Applications should be sent to Miss Helen McGrath, **for the attention of Mr Lawlor by email: hmcgrath@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.





Assistant Headteacher

Teaching & Learning and Staff Development

for September 2022

Salary range L12-L16 (£55,338 to £61,166 per annum)

Chelmsford County High School for Girls is one of the most successful selective girls' schools in the country.

We are looking to appoint to our Senior Leadership Team an experienced and talented leader with a commitment to excellence in the education and empowerment of our inspirational students. This is a significant moment in the development of the School and an excellent opportunity for a dynamic and ambitious colleague to join a team of highly motivated teachers.

The successful applicant will be an inspirational role model with substantial experience of teaching. It is a wonderful opportunity to join a cohesive and highly successful SLT, potentially, as a step towards deputy headship.

The role is varied, and includes leadership of teaching & learning, staff development, assessment, monitoring, and the line management of departments and support staff colleagues.

- Prospective applicants are invited to visit the School on Wednesday 30th March and Thursday 21st April. To make an appointment, please contact: Miss Helen McGrath, hmcgrath@cchs.essex.sch.uk.
- **Closing date for applications: 4pm, Monday 25th April 2022**
- Please download an Application Form from the school website www.cchs.co.uk and email completed forms with a covering letter to: Miss Helen McGrath, hmcgrath@cchs.essex.sch.uk