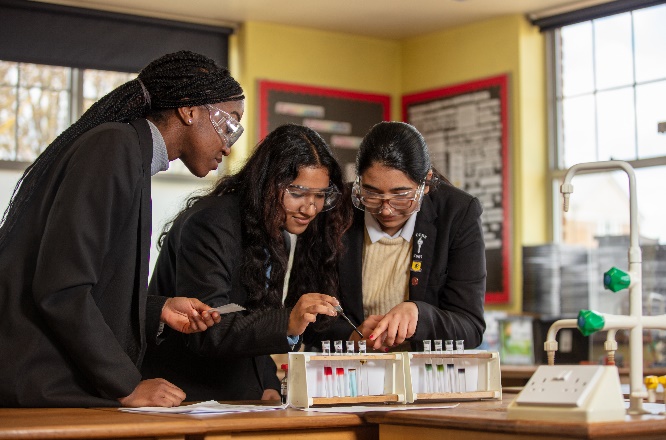


**Chelmsford County High School for Girls**

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



**Appointment**

**Teacher of English**

**Full Time**

**Start date: 1st September 2024**

**Suitable for an Experienced Teacher, Early Career Teacher**

**or an English Graduate who wishes to train with us.**

**Salary: M1 £30,000 to UPS3 £46,525 per annum (for a Qualified teacher)**

**UQ1 £20,598 to UQ4 £27,406 (for a Graduate trainee)**

**Closing date: 4pm, Friday 26th April 2024**

Contents

|  |
| --- |
|  |
| Letter from Stephen Lawlor, Headteacher |
| Introduction |
| The Senior Leadership Team (SLT) |
| Background on Department |
| Job Description |
| Person Specification |
| Application Process |
| About Chelmsford |
| Advert |



Dear Prospective Applicant,

Thank you for your interest in applying for the post of **Teacher of English**. The successful candidate will have the opportunity to teach their specialism at both GCSE and A level. 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](http://www.cchs.co.uk).

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. Expansion will be completed by 2024 with Sixth Form numbers rising to over 320 students.

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. Staff and students work very effectively together, achieving outstanding results. For example, The Sunday Times Parent Power Guide 2024 shows the following for CCHS:

* 1st in East Anglia, state girls’ schools
* 3rd in East Anglia, all state schools
* 4th nationally, state girls’ schools
* 10th nationally for GCSEs, all state schools
* 12th nationally for A levels and GCSEs, all state schools

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.

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

Yours faithfully,

Stephen Lawlor, Headteacher

**Students**

**Introduction**

Chelmsford County High School for Girls 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 for Girls 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 1185 students on roll with 315 in the Sixth Form. Our students follow a broad curriculum with equal value attached to each subject area. We have been awarded 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.

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 48 full-time and 47 part-time staff.
* There is a **non-teaching establishment of** 52 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.
* **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 Jo Cross, Academic**
* **Deputy Headteacher**  **Miss Fiona Harrison, Pastoral**
* **Business Manager Mrs Melissa Mulgrew**
* **Assistant Headteacher Mr Adam Selby, Teaching & Learning and Staff Development**
* **Assistant Headteacher Dr Michael Palmer,** **Community, Enrichment & Opportunity**

The English Department consists of nine teachers, four of whom are full-time specialists. English has strong connections with other subjects across the school and regularly collaborates with other departments.

All of Key Stage 3 are taught in groups of 30. Years 7 and 8 are taught in their form groups, whereas Year 9 classes are in mixed sets. Year 7 has six hours of English per fortnightly cycle; Year 8 will have seven; and Year 9 have six. We have created our own CCHS Key Stage 3 curriculum.

At GCSE, students are entered for AQA GCSE in English Literature and English Language, as well as the Spoken Language Endorsement. They are currently taught in groups of 24 and have six periods in Year 10 and eight in Year 11. The texts taught for examination this year will be *An Inspector Calls*, Shakespeare’s *Much Ado About Nothing*, Mary Shelley’s *Frankenstein* and the AQA poetry anthology.

In the Sixth Form, students study for the AQA English Literature A-level, which includes the ‘Love through the Ages’ paper in Year 12 and the ‘Texts in Shared Contexts’ paper in Year 13. The texts taught for examination this year include *Othello*, *The Great Gatsby* and the AQA anthology of love poetry through the ages (pre-1900); *The Handmaid’s Tale, A Streetcar Named Desire* and *Feminine Gospels*, in conjunction with a variety of unseen prose and poetry.

English teaching takes place in two large classrooms, two smaller and one small seminar room. All rooms have interactive whiteboards and a standalone computer. All of the teaching rooms have ‘lending bookshelves’ full of texts that students can borrow to read – this is especially popular at Sixth Form. There is excellent IT support. Computer rooms are bookable by all staff and are particularly useful for parts of the English curriculum. The English Department has help from two librarians, one of whom introduces library skills in Year 7. Subject Prefects also assist the Department with Open Evenings, Options Evenings and events hosted by the Department.

The English Department contributes to our enrichment programme, particularly Drama: the first Enrichment Day of the school calendar consists of a day of workshops supporting Year 11 students in the lead up to their exams. The second day we are fortunate enough to welcome a Shakespearian theatre company who bring the words of William Shakespeare to life for our students. As well as this, the English Department runs a Sixth Form Close Reading group for pre-university close analysis of texts beyond the curriculum and organises annual lectures by visiting academics for the whole school. There is a student-run literary society for Years 11 and beyond, ‘LitSOc’, which is student-led and sees students presenting their own papers and academic research. There is also a literary magazine, ‘The Muse’, which is similarly produced by students, and which benefits from Departmental support and encouragement.

Further extra-curricular activities include: debating, theatre visits, creative writing societies and the Jack Petchey Speak Out public speaking competitions. The Bar Mock Trial and Mock Magistrates competitions are also led from within the department, which particularly successful trips to Cardiff and New York. There will be an opportunity for the successful candidate to contribute to these, as well as organise any other activities of interest to themselves and the students.

**Introduction to the English Department**

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

**Purpose of the Job**

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

**Job Description**

**Duties**

The School Teachers’ Pay and Conditions Document (STPCD) 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 and 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.
* 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 participate in team and staff meetings.
* To contribute to the life of the School.
* 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.

It is important that your application should address and evidence each of the criteria of the specification by means of a supporting statement in accordance with your experiences and aspirations so far.

**Person Specification**

**Skills and Abilities**

* A proven track record as an outstanding classroom teacher, or a recent graduate with a passion for English teaching.
* 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.

|  |
| --- |
| cchs  jpeg logo  **Commitment to Staff**  ***We are a proud and progressive grammar school community, committed to excellence in girls’ education and empowerment. To live this mission, we are intent on recruiting, inspiring and supporting qualified, industrious and resolute colleagues. We realise this ambition through excellence in personalised professional development, as well as a commitment to workload management and wellbeing support.***  **Personalised Professional Development**   * **New Staff Induction Programme** – new colleagues benefit from a comprehensive programme of support and guidance provided by their Department, Pastoral and Support teams. * **Professional qualifications** – teaching staff are helped to develop their expertise through higher degrees and NPQ courses with financial and time support. Support staff requiring specific qualifications related to their role are provided with fully-funded training. * **Continuing Professional Development** – each year, a blended approach to CPD, through INSET days and twilight sessions, provides staff with opportunities to collaborate, contribute and advance, with a programme published to detail the provision. * **Performance Management** – annual review to allow colleagues to reflect on their work, achievements, professional development interests and career aspiration goals. * **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. TLR3 projects provide teaching staff with development experiences, with progression opportunities available to support staff. * **Flexible Working** – colleagues can apply to work part-time to balance professional commitments and personal/family circumstances. * **Sabbatical Policy** – we provide colleagues with a mechanism to pursue personal or professional goals. * **Professional congratulation** – formal Governor recognition of and reward for long-service (10 years and 25 years).   **Commitment to Workload Management**   * Teaching loads capped at 42 lessons per fortnight for full-time non-TLR teachers and pro rata for part-time colleagues. * Non-contact time reviewed annually for TLR teachers as part of our timetable work, including benchmarking exercises with similar schools via SSGS and GSHA networks. * Workload Management Days offered. * Working from home opportunities offered for support and teaching staff. * Online platforms used, e.g. SchooliP and SAMPeople, to streamline bureaucratic processes and save time. * Increased A Level teaching time for several subjects to support course delivery and teacher workload. * Support in place to aid the Achievement Strategy work of staff, including Student Progress Meetings, Interventions Monitoring and the Year 14 Tutoring Programme. * SLT ‘open door’ culture, including SLT availability for urgent matters on non-school days to support colleagues. * Clear line management support for all staff, including opportunities to participate in team meetings. * Email protocol and sign-off: no expectation of responding after hours, at the weekend or during holidays. * Staff involvement in school development through the Self-Evaluation Form (SEF) process. * Deadlines well publicised and annual calendar consultation. * Several weeks with no after-school meetings. * Dynamic approach to meetings, which are shortened or cancelled in response to workload demands. * External invigilators employed to supervise examinations.   **Commitment to Wellbeing Support**   * Each year, the time (5hrs) from one disaggregated day is not programmed for meeting or training activities to support staff wellbeing. * Occupational health, counselling, virtual GP and other services available (free) to all staff. * Return to work meetings after illness-related absences to support colleagues. * Mental Health First Aiders (Adults) available to support colleagues. * Menopause Policy in place to support female colleagues. * Annual flu jab available (free) to all staff. * Staff Voice forum to ensure information is provided and feedback is shared. * All staff are members of a well-established and vibrant House system. * A flexible and generous approach to personal appointments and family commitments. * Opportunities for staff to take part in educational trips – day, residential and overseas. * Complimentary tickets to all School music concerts, theatrical productions and dance shows. * Staff Fund maintained, through staff contributions, to support colleagues. * Tea, coffee, sugar, and milk provided (free) for all staff. * Food and refreshments provided (free) before and during Parents’ Evenings. * Complimentary food provided when undertaking a lunch duty. * Christmas lunch provided (free)to all staff. * Onsite Costa Café available to all staff. * Onsite parking for all staff. * Barracudas Kids Camp staff discount (held during the Easter & summer holidays at CCHS).   **Staff Enrichment Provision**  Thanks to the dedication of several colleagues, we are able to offer staff opportunities to enjoy a range of enrichment activities, to pursue shared interests and socialise beyond departments and teams.   * **Book Group** * **Art Club** * **Dance Club** * **Sports & Swimming Clubs** * **Staff Choir**   **Teacher/School Staff Discount websites**   * Your Best Friend’s Guide to Cash: [The best discounts for teachers and school support staff – Your Best Friend's Guide to Cash (yourbestfriendsguidetocash.co.uk)](https://yourbestfriendsguidetocash.co.uk/2018/02/18/discounts-for-teachers/#:~:text=%20The%20best%20discounts%20for%20teachers%20and%20school,it%20yet%3F%20Many%20of%20us%20don%E2%80%99t...%20More%20) * Discounts for Teachers: [Discounts For Teachers: Exclusive Discounts, Offers & Codes](https://www.discountsforteachers.co.uk/) * Teacher Perks: [Incredible Perks and Discounts for UK Teachers and School Staff Teacher Perks](https://www.teacherperks.co.uk/)   **Recommended expert support**  **School counselling service**   * + [Renew](https://www.renew-us.org) Counselling: please speak with your line manager or SLT line manager, who will advise and support.   **Local services and resources**   * Smart Clinic[Smart Clinic – We provide occupational health and wellbeing services.](https://smartclinic.com/)   **National services and resources**   * [Education Support: the mental health and wellbeing charity for education staff. If you need to talk to a qualified counsellor, Education Support runs aconfidential helpline for education staff and teachers – call 08000 562 561.](https://www.educationsupport.org.uk/) * [Time to Change:](https://www.time-to-change.org.uk/mental-health-and-stigma/help-and-support)  mental health and support services * [Mind](https://www.mind.org.uk) for better mental health   **Trade unions & professional associations**  \* [ASCL](https://www.ascl.org.uk/) \* [GMB](https://www.gmb.org.uk) \* [NASUWT](https://www.nasuwt.org.uk/) \* [NEU](https://neu.org.uk)  \* [Unison](https://www.unison.org.uk/) \* [UNITE](https://www.unitetheunion.org) \* [VOICE](https://www.voicetheunion.org.uk/) |

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 Person Specification.

**Application Process**

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 Mrs Rae Dale, HR Manager, for the attention of Mr Lawlor, by email: HR@cchs.co.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 is a vibrant area both by day, with extensive shopping and leisure facilities and by night, with a wide array of establishments offering evening entertainment and enjoyment.



**Teacher of English**

**Advert**

**Full Time**

**Start date: 1st September 2024**

**Suitable for an Experienced Teacher, Early Career Teacher**

**or an English Graduate who wishes to train with us.**

**Salary: M1 £30,000 to UPS3 £46,525 per annum (for a Qualified teacher)**

**UQ1 £20,598 to UQ4 £27,406 (for a Graduate trainee)**

**Closing date: 4pm, Friday 26th April 2024**

Chelmsford County High School for Girls is one of the most successful girls’ selective schools in the country. This is, therefore, a wonderful opportunity for a well-qualified English teacher, to join a thriving and dynamic Department, with motivated students, dedicated staff, and excellent facilities. We are seeking a strong classroom practitioner, who is passionate about English, and has the ability to inspire students to success and the willingness to contribute to the wider life of the school.

Our English teaching is of a very high standard, as demonstrated by excellent examination outcomes at both GCSE and Advanced level. The successful candidate will have proven subject knowledge, the ability to inspire our students. This position is also an excellent opportunity for trainee teachers/graduates who possess a real passion for the subject. All teachers within the department are experienced and as a growing school we seek an additional teacher to complement our existing staffing levels.

For an application pack please visit the School website [www.cchs.co.uk](http://www.cchs.co.uk) and return completed applications to Mrs Rae Dale, HR Manager: [HR@cchs.co.uk](mailto:HR@cchs.co.uk)

**Closing date for applications: 4pm, Friday 26th April 2024**

**Interview date: TBC**

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.

We reserve the right to interview and recruit before the deadline.