



Chelmsford County High School for Girls

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



Appointment

Teacher of Mathematics

Full-time or part-time positions considered, from September 2025

Suitable for Experienced Teacher, Early Career Teacher

Able to teach up to A Level

Salary: M1 £31,650 to UPS3 £49,084 per annum (for a qualified teacher)

Closing date: 4pm, Wednesday 26th March 2025

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

Appointment of: Teacher of Mathematics

Thank you for your interest in applying for 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.

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. This expansion was completed in September 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 most recent Ofsted Inspection took place in January 2024, with the school being judged "Outstanding" in all categories. In September 2024, the school was accredited with the NACE (National Association for Able Children in Education) Challenge Award, in recognition of excellence in provision for more able learners.

Our school is led by a strong team of senior staff and trustees 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 2025 shows the following for CCHS:

- 1st in East Anglia, state girls' schools
- 3rd in East Anglia, all state schools
- 6th nationally, state girls' schools
- 20th 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 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 1236 students on roll with 336 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 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.

Trustees 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 44 full-time and 39 part-time staff.
- ❖ There is a **non-teaching establishment** of 51 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** **Dr Michael Palmer, Community, Enrichment, & Opportunity**

- ❖ **Assistant Headteacher** **Mr Adam Selby, Teaching & Learning and Staff Development**



Background of the Mathematics Department

The Mathematics Department at Chelmsford County High School for Girls consists of 12 teachers working in a friendly and supportive team. We exchange resources and ideas, both formally and informally, while working in our shared working area. The department has an excellent track record of success and is willing to work hard to make the “best better”; the relationships between staff and students are of the highest quality.

In January 2024, the maths department helped the school to achieve outstanding grades from Ofsted in all areas: teaching & learning, curriculum provision, achievement & standards, and leadership of the department. Although we were obviously pleased that our hard work and expertise had been recognised in this way, we are always looking to develop further.

THE TEAM

We are a very experienced and well-qualified team, with the ability to teach across the whole age and ability range. This flexibility adds interest to our teaching, and we enjoy sharing our enthusiasm for our subject.

FACILITIES

The department has the use of the new teaching block for the majority of lessons, classrooms are well resourced, with interactive whiteboards. We also keep an extensive stock of resources for shared use which are regularly topped up in classrooms by our efficient education support team.

COURSES

We use the MyMaths textbooks in Years 7 and 8, and the students start to use the GCSE textbook in Year 9. At KS4, all students currently take the higher tier. Years 11 and 13 take their qualifications with Edexcel.

Mathematics is very popular in the Sixth Form; at present we have approximately 138 students in Year 12 and 76 students in Year 13 taking Mathematics courses. The Exam board that we currently use for A Level is Edexcel, covering Pure, Mechanics and Statistics.

In our popular Further Maths classes, we specialise in Further Mechanics and Decision Mathematics as well as Further Pure.

RESULTS

The School does not have a policy of accelerating KS3 or KS4 students, so Year 9 students are still assessed using KS3 levels and the huge majority of students achieve level 7 or 8 on their final teacher assessments.

At GCE, the great majority of students achieve at least an A grade and in GCSEs we achieve excellent results with a high penetration of grade 9s. In A level Further Maths the students achieved 96% A*B last year and 100% A*B in every previous year.



EXTRA-CURRICULAR

We offer a weekly 'support clinic' opportunity for any student who needs help in Years 11, 12 and Year 13. This is taken by members of the Department on a rota. Year 7 to 10 students, who are finding the subject challenging, are supported during a year 10 specific lunchtime club and a KS3 lunchtime club, run by other members of the department. In addition, we prepare students for the national Mathematics competitions; the Junior, Intermediate and Senior Mathematics Challenges. We also run a Year 11 master class each year, to give the students a flavour of the stretch and challenge Maths can bring. When required, we offer additional lessons for Sixth Form students needing to prepare for STEP paper for their university entrance. Every year a number of our most able mathematicians go on to read the subject at top universities including Cambridge and Warwick.

FUTURE DEVELOPMENTS

The Mathematics Department was pivotal to the Technology College status the School enjoyed before becoming an Academy, through the outreach work it undertook and the development of ICT in our teaching. The outreach work, with mathematically gifted primary school pupils, has been maintained despite our change of status. We are also a member of the Prince's Teaching Institute Schools Programme, and have been cited as outstanding in our project work and leadership.



Job Description

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.

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.

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.
- 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

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.

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.



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 Trustee 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 and counselling services available via the Employee Assistance Programme: Smart Clinic (see below).
- 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**

Occupational Health & Wellbeing Services

Employee Assistance Programme: Smart Clinic

CCHS subscribes to the enhanced package provided by Smart Clinic. This means staff have access to a market-leading employee assistance programme with wellbeing services such as mood trackers, videos and 24-hour access to counsellors by phone, video or live chat. Staff also have access to further mental health and physical health therapy services.

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 \(yourbestfriendsguidetocash.co.uk\)](http://yourbestfriendsguidetocash.co.uk)
- Discounts for Teachers: [Discounts For Teachers: Exclusive Discounts, Offers & Codes](#)
- Teacher Perks: [Incredible Perks and Discounts for UK Teachers and School Staff Teacher Perks](#)

Recommended expert support

School counselling service

- [Renew Counselling: please speak with your line manager or SLT line manager, who will advise and support.](#)

Local services and resources

- [Innovate Healthcare: please speak with your line manager or SLT line manager, who will advise and support.](#)

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 a confidential helpline for education staff and teachers – call 08000 562 561.
- [Time to Change](#): mental health and support services
- [Mind](#) for better mental health

Trade unions & professional associations

* [ASCL](#) * [GMB](#) * [NASUWT](#) * [NEU](#) * [UNISON](#) * [UNITE](#) * [VOICE](#)



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





Teacher of Mathematics

Full-time or part-time positions considered, from September 2025

Suitable for Experienced Teacher, Early Career Teacher

Able to teach up to A Level

Salary: M1 £31,650 to UPS3 £49,084 per annum (for a qualified teacher)

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 Mathematics 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 Mathematics and has the ability to inspire students to success.

The Mathematics Department at Chelmsford County High School for Girls consists of 12 teachers working in a friendly and supportive team. We exchange resources and ideas, both formally and informally, while working in our shared working area. The department has an excellent track record of success and is willing to work hard to make the "best better"; the relationships between staff and students are of the highest quality.

We are extremely proud to have achieved outstanding grades in all areas: teaching & learning, curriculum provision, achievement & standards, and leadership of the department. We take credit that our hard work and expertise is recognised however, we continually strive to develop further.

For an application pack please visit the School website www.cchs.co.uk and return completed applications to Mrs Rae Dale, HR Manager, for the attention of Mr Lawlor: HR@cchs.co.uk

Closing date for applications: 4pm, Wednesday 26th March 2025

Interview date: w/c 31st March 2025

The Academy Board 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.