Chelmsford County High School for Girls

A Grammar School with Academy Status





Appointment of

Teacher of Mathematics or Trainee

Salary: MPS or Unqualified Teacher
Required for ASAP or January 2019

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October 2018

Dear Prospective Applicant

Appointment of: Teacher of Mathematics or Trainee

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 was the first secondary school in Essex to convert to Academy status in January 2011. The status affords us a range of opportunities which we pursue fully, not only academically but also in the running of 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.

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

Nicole Chapman
Headteacher

STUDENTS

Chelmsford County High School is a great place to work – 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.

From September 2015 we expanded our intake for Year 7 and Year 12 admitting 150 students per year groups; Years 8-11 and Year 13 remain with 120 students. Nearly all 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 competitive, with the top 150 students over 900 or more who sit the entrance test being admitted. 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 925 students on roll with 236 in the Sixth Form. Our students follow a broad curriculum with equal value attached to each area. We are an Artsmark Gold School working towards Platinum 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 and team-working skills to the full.

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 20th century together with some excellent modern facilities, such as the Music and Languages Centres, good computer provision, including Interactive whiteboards in every classroom. We have some dedicated Sixth Form facilities and a dance/drama studio, an all-weather artificial pitch. A hard working fundraising committee of parents and governors has raised funds for

much of the most recent buildings and we have long term plans for the development of our site.

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 68 teachers full-time and 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.

WE OFFER:

- a warm and friendly atmosphere with excellent staff-student relationships
- the opportunity to work with able and well-motivated students
- a well-established programme of staff induction and CPD support
- a flexible environment in which innovation is encouraged

WE ARE LOOKING FOR:

- an outstanding teacher at all levels
- ambitious for the highest standards possible
- committed to developing the subject beyond the curriculum
- innovative and forward looking
- willing to contribute to the life of the school

The Mathematics Department at Chelmsford County High School for Girls consists of 8 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 2009, the department received a subject specific report from an Ofsted inspector. We were extremely proud to have achieved outstanding grades 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 classrooms, which are well resourced, with a computer, an interactive whiteboard and projector. We also keep an extensive stock of resources for shared use which are regularly topped up in classrooms by our efficient support person.

Courses
We use the Cambridge Essentials 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. Our Year 11 will take Edexcel examination for the new 9-1 course.

Mathematics is very popular in the Sixth Form; at present we have approximately 90 students in Year 12 and 70 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 Further Maths group we have decided to 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 GCSE, the great majority of students achieve at least an A grade. In 2017 37.5% achieved a Grade 9, 90% achieved Grades 7/8/9 and 99% achieved Grades 5-9. In A

level Further Maths 100% of students achieved A*-A grades and in A Level Maths 82.2% achieve A*-B grades.

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 by Prefects during a weekly lower school clinic which is overseen by the Head of Mathematics. In addition, we prepare students for the national Mathematics competitions; the Junior, Intermediate and Senior Mathematics Challenges. We also run Sixth Form enhancement master classes each year, to give the students a flavour of the diversity of mathematical topics away from the examination curriculum. When required, we offer additional lessons for Sixth Form students needing to prepare STEP papers for their university entrance. Every year a number of our most able mathematicians go on to read the subject at top universities including Oxford and Bath.

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. We are Mathematics Consultants and Associate Department.

The Senior Leadership Team

The current structure consists of:

- **Headteacher: Mrs Nicole Chapman**

- **Deputy Head**

  Curriculum Planning and Staff Development – Mr Stephen Lawlor who has responsibility for developing the curriculum, exams and the international dimension, staffing, and oversight of a selection of curriculum areas.

- **Assistant Headteacher**

  Head of Sixth Form – Dr Michael Palmer who is Head of Sixth Form and line manages the Deputy Head of Sixth Form and Assistant Head of Sixth Form and oversight of curriculum areas.

- **Assistant Headteacher**

  Pastoral – Mrs Maria French - who has responsibility for student care and guidance at KS3 and 4, SENCO and child protection and oversight of a selection curriculum areas.

- **Assistant Head Teaching & Learning**

  Mr Nicholas Minnican who has responsibility for teaching, learning, monitoring, staff development and the oversight of a selection of curriculum areas.

- **Business Manager**

  Mrs Susan Hoefling who has responsibility for administration, premises, personnel, payroll, marketing, finance and oversight of support staff.

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

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, Gifted and Talented, praise and under achievement).
- Contribute to the development of Schemes of Learning, 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.

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

Teacher of Mathematics

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 Mathematics 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 Mrs Nicole Chapman, 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 Mrs Chapman by email: hbates@cchs.essex.sch.uk**

From villages in the heart of the Essex countryside to a bustling town centre offering first class shopping and cricket, the Chelmsford area really does have great deal to offer!

Explore the heritage by visiting Chelmsford's 15th Century Cathedral and our two museums in Oaklands Park. Treat the children to a day out at Marsh Farm Country Park and Tropical Wings Butterfly and Bird Gardens in South Woodham Ferrers, simply relax and unwind on the Chelmer and Blackwater Navigation, or dine in one of our many fine restaurants.

From a bustling town centre with excellent shopping and eating facilities to tranquil villages and unspoilt countryside, Chelmsford has the perfect combination of city and country, with a whole host of places to visit for young and old alike.

THE CITY TODAY

Chelmsford was awarded City status in March 2012 as part of the Queen's Diamond Jubilee and in 2005 it was granted Fairtrade Town status. It has good links with East Anglia and London and is convenient for Stansted Airport, the sea ports of Harwich and Felixstowe.

Situated just 30 miles north east of London, Chelmsford is the perfect base. With excellent road, rail and air communications Chelmsford is well connected to the rest of the UK and Europe. The A12 road runs to the east of the town, meeting the M25 London Orbital near Brentwood. London's Liverpool Street rail station is just 35 minutes away. Despite redevelopment in the past 30 years, Chelmsford retains many glimpses of its past including the old buildings around the cathedral. Established Farmers' Markets and Continental Markets in the High Street bring something a little different to the town.

HISTORY

The name Chelmsford is Saxon in origin. The town is also mentioned in the Census of 1086 as two settlements beside the River Can – later joined by a bridge. In 1199 King John granted the right to hold a weekly market and by 1250 Chelmsford was a county town. The Blackwater and Chelmer Canal opened in 1797, linking the town to the coast, and the railway came in 1845.

BUSINESS

Chelmsford is the birthplace of radio broadcasting, Marconi, and has attracted major names in the business world. Anglia Ruskin University offers a broad range of educational opportunities.

Mathematics Teacher or Trainee
Salary: MPS or Unqualified Teacher
Required ASAP or January 2019

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 Mathematician to gain experience teaching highly motivated and able students. The successful candidate will join a team of subject specialist teachers, who are dedicated to the education of our enthusiastic, extremely hard working and inspirational students, many of whom go on to study Mathematics related courses at university.

We are looking to appoint either a trainee, a NQT or a part-time teacher of Mathematics.

We can offer a Mathematics Graduate the opportunity to train with us under the tes institute scheme which the School is familiar with implementing. It is a great opportunity to be paid as you train.

Mathematics is a very popular and successful subject in our Sixth Form with two thirds of our students taking A Level Mathematics or Further Mathematics. The successful candidate will have proven subject knowledge and the ability to inspire our able students.

For an application pack please download from (www.cchs.co.uk).

Completed applications to be emailed to: Mrs Hazel Bates hbates@cchs.essex.sch.uk

For Mathematicians interested in training with us, a letter of application, as well as a CV will also be relevant.

Closing date for applications: ASAP
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.