

CHANCE COMMUNITY

Job Application Pack



Excellence has no limits



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Headteacher: T Douglas BA (Hons) MA NPQH

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Dear Candidate

Making a difference at Chace Community School really does mean that you will be able to change lives. Our commitment is that from the moment students arrive at our school, we provide them with an education of excellence; one that will change their lives and inspire them to be the leaders of tomorrow.

Our school is an 11-19 comprehensive school in the London Borough of Enfield and in April 2022 we were judged GOOD in all areas by OFSTED. I take immense pride in the work of all our staff and students to achieve this recognition. I have worked at Chace since 2015 and became Headteacher in April 2021, witnessing first-hand phenomenal school improvement. We are also proud of our diverse student and staff community and for this reason welcome applications from people of all backgrounds. We have high numbers of students from disadvantaged backgrounds and staff step up to their duty to provide them with an education of excellence.

Staff at Chace really do make a difference. We do work hard and set high expectations of all our team, but career development and professional worth is also valued enormously. I am proud that we were awarded a quality mark for professional development and featured in the Tom Sherrington book *The Learning Rainforest: Fieldbook* for our teaching excellence. My commitment to you, is that by joining our team you will be supported individually and professionally.

This is an exciting period for Chace. Our provision and achievement continue to improve, and we are currently at the final stages of our school rebuilding programme. From September 2026 our students and staff will move into a brand new, state of the art, modern and sustainable building that will be an excellent place for us to work and learn.

If you are thinking of joining us, please come and look around the school to get a feel for our ethos and values and meet some of our team.

I look forward to reading your application form and welcoming the right candidate to our school.

Best Wishes

Ms Tanya Douglas

Headteacher



Assistant Headteacher

Status: Permanent

Scale: L15 – L19

Start date: September 2026

We are seeking to appoint a well-qualified and suitably experienced Assistant Headteacher to join Chace Community School. The Assistant Headteacher will support and assist the Headteacher with strategic planning and managing, leading and developing the school.

You will join an established team who achieve good results and are committed to ensuring that no child is limited by their background, but that all are inspired to progress beyond their potential and empowered to be the leaders of tomorrow. You will also be joining a highly committed, fully staffed department of expert practitioners who are passionate about our school and a subject that they love.

This is an exciting time to join our community. The Headteacher, who alongside the governing body, are working to ensure that excellence is at the heart of everything we do. In April 2022 Ofsted recognised our excellence and the school was judged as 'Good' in all areas. They concluded that 'Leaders and governors are ambitious for the school', 'the school is truly inclusive' and that 'Pupils are encouraged to have high expectations and to aim for excellence'.

The deadline for applications is **Monday 11th May at 9am**.

Please send completed applications to recruitment@chace.enfield.sch.uk by the closing date. Please note CVs will not be accepted. For the full job description and person specification and application form, please visit our [website](#)

Chace Community School is an Equal Opportunities Employer, and we Encourage individuals from diverse backgrounds, in particular underrepresented groups to apply.

All schools and services in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Enfield are expected to share this commitment.

Post Title	:	Assistant Headteacher
Status	:	F/T, Permanent (part-time considered for the right candidate)
Line Manager	:	Deputy Headteacher
Allowance	:	L15 - L19 (Outer London)
Start Date	:	September 2026

At Chace Community School our aim is to provide an **education of excellence** to every child; one that will change their lives and inspire them to be the **leaders of tomorrow**.

Through our investment in an ambitious and engaging curriculum, strong discipline and inspiring teaching, our students can achieve our school motto of '**excellence has no limits**'. We are proud of every student and believe that each one of them can achieve. Staff will never cap a student's potential, instead they will push them beyond what they ever thought they were capable of.

Purpose of the job:

The role and responsibility of the Assistant Headteacher is to support and assist the Headteacher with strategic planning and in managing, leading and developing the school. The Assistant Headteacher will undertake any professional duties of the Headteacher delegated to them by the Headteacher. The Assistant Headteacher is a member of the School Leadership Team who under the leadership of the Headteacher work together to:

- formulate the aims and objectives of the school;
- establish policies through which they shall be achieved;
- manage staff and resources to that end;
- monitor progress towards their achievement.

Qualities

The Assistant Headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils
- Have high expectations of young people and be aligned to our belief that '*Excellence has no limits*'

Duties and responsibilities for all members of the Senior Leadership Team:

School culture and behaviour

Under the direction of the Headteacher, the Assistant Headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

Teaching, curriculum and assessment

- Under the direction of the Headteacher, the Assistant Headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum

Organisational management and school improvement

- Under the direction of the Headteacher, the Assistant Headteacher will:
- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Manage staff well with due attention to workload
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented

Professional development

- Under the direction of the Headteacher, the Assistant Headteacher will:
- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs

Governance, accountability and working in partnership

- Under the direction of the Headteacher, the Assistant Headteacher will:
- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Specific areas of responsibility:

- Leadership and management of Teaching and Learning across the School
- Lead all aspects of teaching and learning across the school, including providing CPD and monitoring processes
- Oversee the school's self-evaluation and improvement plan related to all aspects of the strategic development of teaching and learning
- Design and lead the school monitoring cycle for teaching and learning (lesson drop ins, learning walks, book sampling, student voice, subject reviews) focused on demonstrable impact
- Produce clear evidence-based reports for SLT, governors and external reviewers showing progress against the school improvement priorities
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice
- Advise on the use of the school's budget and other resources linked to teaching and learning

- Line manage Subject Leaders and the Chace Lead Teachers and any other staff directed by the Headteacher
- Oversee, create and update relevant policies including appraisal home learning, literacy, teaching and learning and assessment, marking and feedback policies
- Undertake any other reasonable duties as requested and delegated by the Headteacher.

Teaching and learning

- Be a model of excellent practice in teaching and learning for all staff
- Be responsible for the day-to-day operation of the Teaching and Learning policy including lesson non-negotiables and routines aligned to the school's behaviour curriculum and values
- Work with Subject Leaders to translate ambitious curriculum intent into consistently strong implementation in classrooms, including home learning expectations
- Ensure curriculum planning embeds literacy across the curriculum, culturally responsive content, and appropriate adaptations for SEND and EA
- Oversee assessment systems to ensure they are valid, reliable and proportionate and use findings to inform classroom practice
- Support and challenge teachers to develop pedagogy and ensure the highest standards of teaching and learning practice
- Ensure strong collaboration with inclusion and SEND teams so reasonable adjustments and high expectations are consistently applied in all lessons

Professional Development and staffing

- Design and lead the school's professional development programme in line with current school priorities and needs arising from the appraisal process
- Ensure staff have access to appropriate, high standard professional development opportunities to improve teaching and learning
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies to support best practice in teaching and learning
- Identify training needs for staff and how to meet differing needs and lead INSET for staff as appropriate
- Plan and deliver new staff induction at key points in the year
- Lead the ECT induction programme providing targeted support to secure teaching that meets the Teachers' Standard
- Identify teachers that may need coaching and support and deploy Chace Lead Teachers (or other teaching staff) as appropriate

Working in Partnership

- Work with a range of external agencies and providers such as universities, training providers and the Local Authority
- Attend Governors meetings as needed throughout the year to provide updates on the quality of teaching
- Attend parents evenings and, where necessary, deliver presentations for parents and carers
- Regularly provide information about teaching to parents and staff through the relevant bulletins.

All Chace staff will:

- promote equality of opportunity;
- follow Safeguarding guidelines and Child Protection policy/procedures;
- contribute to producing/delivering priorities in the School Improvement Plan;
- keep Chace and their own performance under review, contributing to monitoring, evaluation and review and participate in performance management/appraisal;
- promote positive attitudes and behaviour;

- contribute to the smooth day to day running of the school;
- be committed to achieving the school aims;
- be a lead learner;
- work to develop Chace as a successful inclusive learning community;
- respond promptly to concerns from parents, staff or students;
- promote the school in the community;
- work in partnership with all colleagues including the Governing Body;
- support Codes of Professional Ethics/Safe Practice in the Staff Handbook
- have regard for and act in accordance with Health and Safety policy/practice;
- celebrate success of students and staff;
- support school events including those organised by the PTA.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people and anyone applying to work in our schools is expected to share this commitment. All appointments are subject to satisfactory pre-employment checks, including satisfactory enhanced criminal records with Barred List check through the Disclosure and Barring service

Person Specification

Qualities and Attributes	Essential	Desirable	Evidenced by
Qualifications			
5 GCSE and A Levels(A*-C) or equivalents	✓		Application
Qualified Teacher Status	✓		Application
Honours degree or equivalent	✓		Application
Relevant post graduate study		✓	Application
Experience			
Experience of working in more than one school		✓	Application
Experience of working as part of a school/academy leadership team		✓	Application
Proven record of exemplary teaching which has ensured good/outstanding progress for pupils across the full ability range	✓		Application/Interview
Data analysis being used to improve school outcomes for key groups of students	✓		Application/Interview
Team management/Staff development	✓		Application/Interview
Evidence of good people management skills, including the ability to support, challenge and tackle underperformance	✓		Application/Interview
Experience of impact in an area of whole school improvement		✓	Application/Interview
Knowledge and Skills			
Managing and dealing with confidential data / issues appropriately	✓		Application/Interview
Ability to analyse data, develop strategic plans, set targets and monitor and evaluate progress towards these	✓		Application/Interview
Ability to communicate effectively, orally and in writing to a range of audiences e.g. staff, pupils, governors, parents	✓		Application/Interview
Excellent literacy, numeracy and IT skills including using MIS, Microsoft packages and Google drive software within a school	✓		Application/Interview
A learner, willing to undergo training and learn new skills as necessary	✓		Application/Interview
Strong interpersonal skills	✓		Interview
General/Personal Qualities and Characteristics			

A commitment to the school's vision and values	✓		Application/Interview
High expectations for all pupils and the ability to inspire, challenge, motivate and empower others	✓		Application/Interview
Adaptable to working within a team	✓		Application/Interview
A calm demeanour and the ability to work well under pressure, organise and prioritise workload	✓		Application/Interview
A commitment to the protection and safeguarding of children and young people	✓		Application/Interview
A commitment to equality of opportunity and inclusion	✓		Application/Interview

Application Process

Chace is committed to ensuring the welfare and safeguarding of children and young people. We expect all staff to share this commitment. Applicants are required to undergo child protection screening according to the post, including checks with previous employers and the Disclosure and Barring Service.

Chace recruits staff that are committed to safeguarding and supporting the environment created through the school values '**Belonging, Responsibility, Excellence**' and our school motto '**Excellence has no limits**'. The school continues to ensure that all job applicants are treated fairly and equally, as protected by the Equalities Act 2010.

CVs will not be accepted. All queries concerning an application to Chace Community School and the recruitment process should be directed to the Human Resources Department at recruitment@chace.enfield.sch.uk

Early applications are encouraged. The school reserves the right to interview and appoint a suitable candidate before the closing date.