



**Chigwell School**

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## **Director of Teaching & Learning Maternity Cover - September 2021 Job Description**



### **Introduction**

Chigwell School is seeking a well-qualified, energetic and committed Director of Teaching and Learning to join our highly successful School as part of the Senior Management Team. It is anticipated that the successful candidate will have had experience in a management role in another maintained or independent school and will be a first class practitioner in the classroom. This is a full-time maternity cover position required for September 2021.

### **Background**

Founded in 1629 by Samuel Harsnett, the son of a Colchester baker who went on to become Archbishop of York, Chigwell School stands on its original site with the original school building still in use. However, whilst Chigwell of today is conscious of its long-standing history, it is a forward-looking, ambitious, coeducational independent school of 990 pupils aged four to eighteen. It enjoys excellent facilities, a dedicated staff, bright and hardworking pupils, and a site of 100 acres.

Chigwell School is located in the picturesque village of Chigwell just over ten miles from central London and on the Central Line. The extensive, beautiful grounds are close to the edge of Epping Forest and it is rare for a school to have so much space and yet be so close to the centre of the Capital. Most pupils are day pupils but in the Sixth Form, there is a small community of international boarders, roughly thirty from sixteen countries, and these live in four small boarding houses.

As well as being an academic school, Chigwell has the reputation for providing a rich and full education, with plenty of opportunities for all pupils who are enthusiastic, co-operative and able. Chigwell is a caring and friendly school, with a close sense of community, not least between colleagues. As the Good Schools Guide reports: *Academically, pupils are put through their paces but it all seems to be done in such a civilised and pleasant manner that you are more likely to hear pupils talk about opportunities and prospects than pressure and stress. "Anyone who wants to do well here, will do well" said one student, "and I can't think of a nicer place to succeed."*



### **The School Development Programme**

Over recent years, the School's facilities have been extensively developed in order to enhance the educational experience that pupils receive. The development programme has included the following additions:

- 2008 Wilson Building teaching block
- 2008 Floodlit AstroTurf pitch
- 2009 Junior School library extension
- 2010 Complete redevelopment of catering facilities
- 2010 Harsnett's and Church House converted into boys' boarding houses
- 2012 The Old Chigwellian Club and land was incorporated into the school estate
- 2013 Pre Prep School completed and opened
- 2013 Two new science labs created
- 2014 Drama Centre balcony extended to provide additional music and drama rehearsal space
- 2016 The Risham Sarao Sixth Form Centre completed and opened
- 2017 Extension of Dining Hall
- 2018 Renovation of the Chapel
- 2019 Extension of Junior School
- 2020 3G football pitch constructed

The Governors have recently agreed a development masterplan and the next priorities on the School's development plan are to:

- Develop a new Sports Centre with an indoor swimming pool
- Further expand our provision of bursaries
- Expand the facilities for music







## The School

Some pupils join Chigwell School in Reception and there are two classes in each of the three Pre Prep year groups. A small number of children join the Junior School at 7+ (Year 3) and there are three classes in each of the KS2 year groups. At 11+ (Year 7), there is a further entry with four or five classes making up Years 7 to 11. Again, there is a small entry into the Sixth Form. Entry at each stage is selective and although there are three main sections to the School (Pre Prep, Junior School and Senior School) these sections work closely together and there is a common ethos running throughout.

There are over a hundred teachers and together with the support staff, there is a friendly, mutually-supportive atmosphere. We place considerable emphasis on life outside the classroom and believe that the opportunities that we provide help to fulfil our Vision: To inspire our pupils to fulfil their potential and forge their path to success. The School Values are:

- Happiness First  
We create a nurturing space where happiness underpins our achievements and drives us forward.
- Courageous and Resilient  
We seize opportunities all around us and have the confidence to embrace them wholeheartedly.
- Innovative Approach  
We adapt and evolve, influencing our changing world.
- Community of Kindness  
We support and collaborate with each other, making a positive contribution to the community.
- Lifelong Learning  
We cultivate curiosity, keeping the passion for learning alive beyond the school gates.





## The Role

The aim of this role is to further develop excellent teaching practice across Chigwell School and to help pupils work as effectively as possible so that all maximise their potential.

The Director of Teaching and Learning will be a member of SMT and work closely with the Director of Studies and Deputy Head (Staff & Systems). He/she will:

- Ensure that teaching is consistently excellent in all departments and sections of the School
- Co-ordinate the monitoring of teaching and learning across the School and provide feedback to staff as necessary
- Conduct formal lesson observations and co-ordinate the programme of lesson observations by others
- Co-ordinate work scrutinies
- Develop and implement teaching standards for Chigwell
- Share best practice between departments and different sections of the School
- Deliver teaching and learning INSET to staff, sharing outstanding practice
- Further develop a system of informal monitoring
- Help formulate teaching and learning sections of the School Development Plan
- Support and develop teachers new to the profession including PGCE students and School Direct teachers
- Oversee the support for NQTs and liaise with IStip
- Oversee the INSET budget and approval of external courses as part of CPD
- Identify a group of the best practitioners to share best practice
- Work with staff who need extra support in the classroom
- Work to keep staff up to date with developments in pedagogy that can have a positive impact at Chigwell
- Encourage creativity and innovation in pupils and teachers
- Work with departments to ensure that Chigwell students are well-prepared to fulfil university requirements
- Develop independent learning skills to help pupils become life-long learners
- Help monitor the progress of groups of pupils and take steps to ensure that extra support is provided as necessary
- Oversee the provision for higher achievers to ensure that they are provided with appropriate opportunities
- Work with the librarians to encourage maximum use of these resources to support the curriculum and independent learning
- Act as the SMT link for some departments and support their professional development with annual reviews



Chigwell School is an Incorporated Charity No. 1115098



### Hours of Work

This is a full time position.

### Benefits

Chigwell School is a very happy place to work and the School provides a supportive working environment. There is a well-developed programme of professional development. Pupils are enthusiastic, well-behaved and eager to learn, and colleagues are supportive, dedicated and get on well together. There is a strong sense of community.

Other benefits of working at Chigwell School include:

- A competitive salary
- Strong commitment to professional development
- Membership of the Pension Scheme
- Fee remission for eligible children
- Personal Accident Cover
- Employee Assistance Support Programme
- Complimentary lunch and break time refreshments during term time
- Free use of school sports facilities outside of the school day
- On site free parking and cycle racks
- Medical Centre on site
- Use of School Library
- A beautiful working environment – 100 acre site, beautifully landscaped with a number of listed buildings
- Good transport links by tube (Central Line), road and local bus route
- A supportive community of highly motivated students and staff

### Applications

Applicants should complete the teaching staff application form which can be accessed directly from our website: [www.chigwell-school.org](http://www.chigwell-school.org) (Vacancies) and sent to the HR Manager: [hr@chigwell-school.org](mailto:hr@chigwell-school.org) The Deputy Head (Staff & Systems) Mrs Anna Savage, will be happy to answer any questions; she can be contacted at the School by telephone 020 8501 6171 or by e-mail to [asavage@chigwell-school.org](mailto:asavage@chigwell-school.org)

**Closing date:** Monday 15<sup>th</sup> March 2021 – early applications are welcome.

Applications will be considered upon receipt. Candidates will be contacted by telephone or email to attend interview if required. The School reserves the right to interview and appoint before the closing date.

**Chigwell is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening including checks with past employers, prohibition orders and enhanced DBS.**

