



DR CHALLONER'S  
GRAMMAR SCHOOL

Astra Events, Logistics  
and Communications Officer

Start Date: September 2021

*Challenge with reward*



## Astra Events, Logistics and Communications Officer

|                             |   |
|-----------------------------|---|
| Full Time Equivalent Salary | Range: 3- 4: £23,164 -£27,303 starting salary commensurate with experience) plus generous pension scheme. |
| Actual Salary               | 30 hrs - £16,516 to £19,554<br>37.5 hrs - £20,646 to £24,442  |
| Hours per week              | 30 - 37.5 hours   |
| Working weeks per year      | 41 weeks (Term Time plus 2 weeks)   |
| Holiday Entitlement         | 22 days plus 8 bank holidays (FTE)  |

For September 2021 we want to appoint an Events, Logistics and Communications Officer to play a key support role in the new Astra Teaching School Hub - Buckinghamshire. The successful candidate will play an important role in the coordination of the logistics and communication strategies for the Astra Teaching School Hub and implement and run effective systems and processes which will help shape the quality of teacher development across the county.

This role sits within the staff of Dr Challoner's Grammar School and is an opportunity to join a highly successful organisation as we embark on the next stage of our development. The Teaching School Hub will be working closely with over 200 schools in Buckinghamshire to provide superb training and development for teachers for the benefit of students. The school also runs the Astra SCITT, judged Outstanding by Ofsted in 2018, is a highly successful teacher training enterprise, training around 80 teachers a year, with placements in schools across the county.

For more information click [here](#)

If you would like to discuss the role further please contact Stephanie Rodgers (Principal of Astra Teaching School Hub – Buckinghamshire) on [sro@challoners.org](mailto:sro@challoners.org)

**Closing date: Wednesday 23 June 2021, noon. Please apply as soon as possible. Suitable shortlisted candidates may be called for interview before the closing date.**

To apply for the post, please email a completed application form to Alison McAloon (Head's PA & HR Officer).

Email: [employment@challoners.org](mailto:employment@challoners.org)

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

Dr Challoner's Grammar School is committed to safeguarding and promoting the welfare of children, therefore successful candidates will be required to complete relevant safeguarding and an enhanced DBS checks.



# A warm welcome...

From Mr David Atkinson, Headmaster Dr Challoner's Grammar School



Dear Applicant,

I hope that the information which follows will help inform your decision about whether to make a formal application for this post. I see the Astra SCITT and Teaching School Hub very much as part of the school, with a similar ethos and culture.

Like most job applicants you will want to find out a bit more about us. These days there is a wealth of data about schools which you may wish to look at. Proud though we are of that data, such research never tells the whole story and you will only be sure that you want to work here when you get 'that feeling' within the first few minutes of walking through the door.

When you do your research you'll find that our Ofsted inspection, carried out in November 2019, graded the school as outstanding in every respect. We believe that this judgement is a reflection of the fact that Challoner's is genuinely a special place. The report echoed what many visitors tell me – that the school has a distinctive ethos and culture of teamwork, loyalty and aspiration, with the well being of staff and students at the heart of what we do. Our students are intensely proud of coming to school here, and our staff feel similarly about their place of work. The relationship between staff and students is a very special one, and we see ourselves as running the school with the students rather than for them. The SCITT Ofsted inspection from 2018 paints a very similar picture.

Our motto - Excellence with Integrity - demonstrates the purpose behind this ethos. We also highlight three key values which we believe can underpin the effective education of all our students. These are Aspiration, Kindness and Resilience. Our staff demonstrate these characteristics in their own ways, and inculcate the same attitudes in our students. This is not an attempt to produce a 'standard Challoner' student, but a means of encouraging our young people to find their own ways of demonstrating those crucial characteristics to help them flourish in the future.

These values underpin the Astra ethos as well. As a SCITT and the Teaching School Hub for Buckinghamshire we want to demonstrate the same attitudes in all our work. By doing this we believe we can have a positive influence on teachers and children across a wider area. At the same time Astra staff are very much part of the Challoner's family, with all the benefits that brings

Despite its formidable academic record, Challoner's is not an examination hothouse – it's a place of genuine creativity, fun and comradeship. In staff we appoint, we look for that much undervalued quality of humanity, along with an acceptance that young people will always make a few mistakes – and that it's our job to ensure that they learn from them. Two of the most immediately noticeable qualities of the people who work here are their humour and their sense of proportion. Even on the dullest of days, laughter pervades the school and reflects a genuine warmth and professional respect amongst colleagues. Sharing a laugh and a joke with colleagues and students is the norm and serves to brighten our daily work no end. One of the reasons our teachers are prepared to give up so much of their time to run educational visits (we do more than any school I know) and other co-curricular activities is that spending time with our students is so rewarding and enjoyable.

We don't believe that just getting good GCSE and A Levels necessarily makes our students into good learners. Therefore we put a lot of thought and effort into how to make their time at school into a really worthwhile apprenticeship in the arts and crafts of learning which will stand the test of time, equipping them to make a success of whatever they choose to pursue in later life. Our Learning at Challoner's framework has been carefully developed over the years to promote valuable 21st century transferable skills without compromising the high academic ambitions that characterise learning here.

As you will find out, Challoner's is at the forefront of innovation and is therefore the very antithesis of some people's notion of a traditional grammar school. Establishing a Teaching School Alliance, a SCITT and now looking forward to running the local Teaching School Hub shows this, as well as our outward looking attitude. We also have a large number of young teachers who provide a constant influx of fresh ideas and enthusiasm, along with older hands who add wisdom and experience to the mix but who aren't in any way tired or cynical. We believe that the next generation of leaders will be drawn both from among our staff and our students and we take our responsibility for their development very seriously. We take the care of our staff very seriously. To keep them fresh, we have a two week Half Term break in October, so working at Challoner's now has many of the advantages of the independent sector! In addition, we do our very best to promote good mental health at work through the way we organise things, and the way we relate to each other. This kindness for others, not just students, is one of the hallmarks of our ethos. We have worked closely with MIND, using their Workplace Wellbeing Index to identify the best ways to promote wellbeing and positive mental health. This resulted in our achieving their Gold award in 2018, 2019 and 2020 against the standards of that Index - one of only a handful of organisations in the country to do so.

You'll find a lot more information about the school on our website [www.challoners.com](http://www.challoners.com) (which we hope encapsulates that intangible 'feel' of the school) and about the Astra Teaching School Hub and SCITT [www.astra-alliance.com](http://www.astra-alliance.com). If you would like further clarification or just an informal chat with someone, please feel free to contact us by phone or email. I enclose some information about your subject at Challoner's along with some general information about the school, a Role Profile and a Person Specification. When I read your application, I will be trying to assess whether you would be a 'good fit' for our school, so I hope that some of the things I have said will be useful to you in writing your supporting statement.

I do hope that you will decide to make an application to join us and that we will have the chance to meet.

With best wishes.

A handwritten signature in dark ink, appearing to read 'David Atkinson', with a horizontal line underneath.

Mr D Atkinson,  
Headmaster



*'The facilities are outstanding in many respects. The forward-thinking management and leadership ensure learner-led environments are possible'.*

## Why work for Dr Challoner's Grammar School?



Dr Challoner's Grammar School is based in Amersham. The school benefits from outstanding modern facilities including spacious, light classrooms, all of which are fully equipped with a whiteboard and digital projector. The school also enjoys recently modernised sports, music and arts facilities.

Staff often remark that DCGS is a great place to work. Staff retention is very high which we think reflects the supportive and friendly environment in which we work. Students are hard working, capable and diligent. New staff to the school often remark that they enjoy working in an environment where students want to learn. The Ofsted inspection from November 2019 noted that the school has a culture of teamwork, loyalty and aspiration, and that staff feel exceptionally well supported.

Working at Dr Challoner's is busy and very rewarding. The School has high expectations of its staff, so looks to offer a positive range of benefits in addition to the ones already mentioned.

- Engaging, able and well-motivated students
- An innovative approach to learning
- Outstanding facilities in every subject
- The school offers a friendly working environment with supportive and caring colleagues.
- Access to an Employee Assistance Programme including financial and legal advice, counselling and health programmes
- Preferential admission for qualified children of staff (some restrictions apply)
- Access to onsite cardio fitness and weights room
- Free onsite parking
- Access to regular staff social events
- Generous pay based on the London Fringe Allowance
- Dr Challoner's offers access to join the Local Government Pension Scheme ("LGPS").
- The LGPS is a Career Average Related Earnings ("CARE") Defined Benefit Pension Scheme. Full details of the superb benefits conferred by membership of this scheme can be seen by following the hyperlinks.
- The School operates a successful and well recognised professional development scheme, which all colleagues have access to and are encouraged to make use of.
- All teaching staff are issued with a Chromebook computer for use during their employment at Challoner's
- There is an extensive induction programme for all staff joining the school, with components tailored to individual requirements, such as for those new to the teaching profession.

## *Excellence; Collaboration; Innovation; Support*

### **Who we are**

We are an outstanding, forward-thinking partnership offering initial teacher training, newly qualified teacher induction, continuing professional development and school to school support, led by Dr Challoner's Grammar School in Amersham. Having recently gained Teaching School Hub accreditation - one of only 87 schools in the country to do so - we are in a position to extend our provision further beyond our existing Teaching School, SCITT and NQT Appropriate Body services in order to further address the recruitment and retention needs of our local area. This includes the implementation of the Early Career Framework and revised suite of National Professional Qualifications (NPQs) from September 2021. Our focus is to provide high quality training and support to benefit the learning of all teachers and students in Buckinghamshire.

We are linked to a range of research institutions, including University of London for the SCITT's PGCE provision. We have collaborated with CAMSTAR (Cambridge, School Teachers and Research) on action research projects and we are in partnership with Buckinghamshire New University for our well-established mentor support programme.

By joining us, you will become part of a genuinely collaborative school-led partnership with an Ofsted 'Outstanding' ITE provider that works for the benefit of its local community. Working with Astra is exciting and very rewarding with a positive range of benefits including exceptional professional development and working with a supportive team of experienced professionals based in an Outstanding lead school. We have an innovative approach to training and technology, embracing new challenges and working collaboratively with our partner schools. We aim to reflect our lead school's motto (Excellence with Integrity) and the core values of Aspiration, Kindness and Resilience are embedded in our practice.

### **Background and Context**

Established in 2013, the Astra Teaching School was a founding partnership of just four local schools. Since then, it has grown to include nearly 200 schools both within and beyond Buckinghamshire.

The Astra SCITT gained accreditation from the DfE as an ITT provider in 2015 and has since awarded QTS to over 250 new entrants, including those on the Assessment Only route, meeting the needs of local primary and secondary schools, including selective, non-selective, comprehensive, special schools, PRUs and schools in all Ofsted Categories. The current cohort of 75 primary and secondary trainees (in 13 secondary subjects) are placed in local state schools.



*The quality of provision is outstanding. Leaders, managers, tutors and mentors have worked purposefully and persistently to develop, establish and advance the partnership's core principles of excellence, collaboration, innovation and support."*

*Ofsted ITE Inspection Report, 2018*



The SCITT works across three recruitment Hubs in Bucks and provides outstanding support for new teachers and their mentors, rated 'outstanding' in all categories for ITE by Ofsted in November 2018.

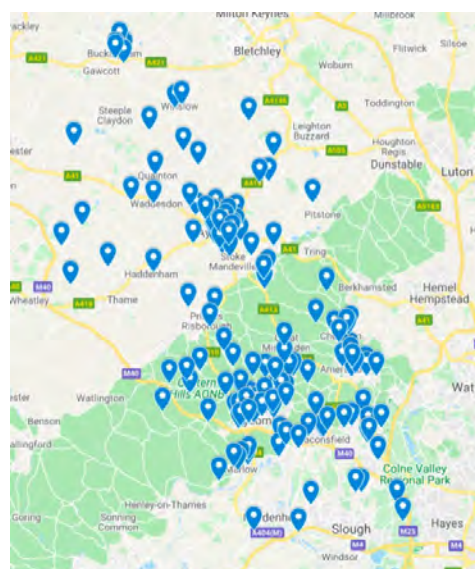
Our Appropriate Body provision for NQT induction is also the largest in Bucks and, like our Assessment Only provision, serves schools throughout the UK and overseas. We are also an experienced delivery agent for research-led CPD, accrediting, training and deploying over 60 Specialist Leaders of Education from (and into) a range of schools in Buckinghamshire.

More information can be found on our website:  
[www.astra-alliance.com](http://www.astra-alliance.com)

Our recent and prestigious Teaching School Hub accreditation celebrates the exceptional work of our partnership so far, and provides an excellent opportunity to extend our activities and network even further. Our current reach into Buckinghamshire primary and secondary state schools is shown in this map with engagement through ITT, NQT, NPQs and research-led CPD.

*'Astra was the obvious choice of training providers, with the wide range of schools, and enthusiastic leaders. It provided a great starting point towards a brand new career!'*

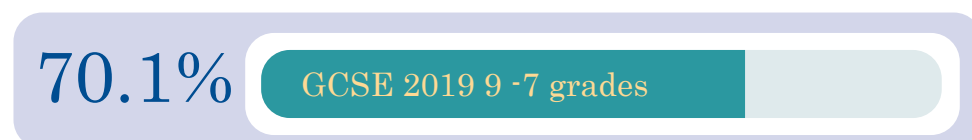
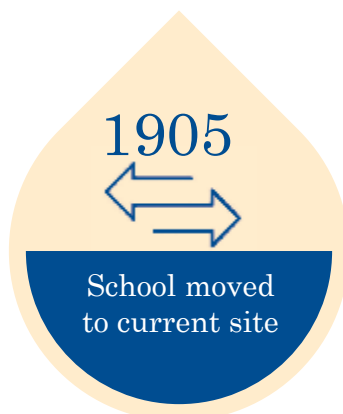
*'For me, it was vitally important that I worked with an institution that would push and develop me to my fullest potential.'*



# Dr Challoner's Grammar School at a glance



2020 qualifications were awarded through the provision of a centre assessed grade, because of the cancellation of public examinations. As such those results are not comparable with previous years' outcomes, and are not published here.

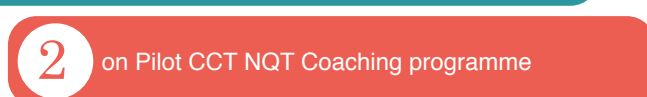
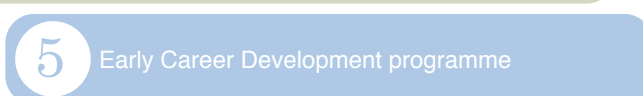
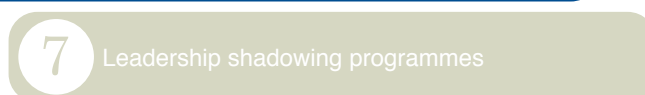
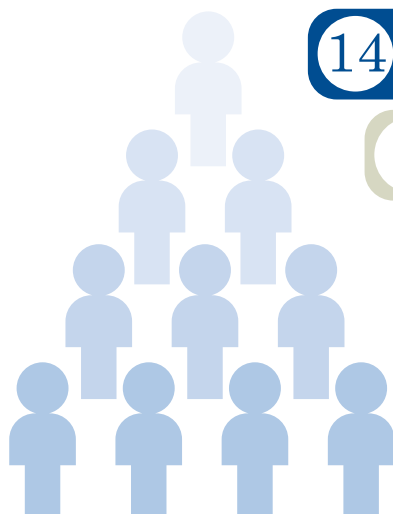


1351 Staff Years of experience of working at DCGS

Current staff have worked over 10 years **62**



## Staff development 2020/211:



# Dr Challoner's Grammar School at a glance



Due to school closures in 2020 and 2021 and on going guidance on educational visits, the data reflects both current and d previous yyears ffigures.

## 2 week October half-term

### International residential trips

Marseille, Murcia, Bruges, Ardeche, Berlin, Bensheim, Sicily, Krakow, Iceland, Washington, Geneva, Namibia, Portugal, Holland, Paris, Austria, Barbados, Normandy.



## 55

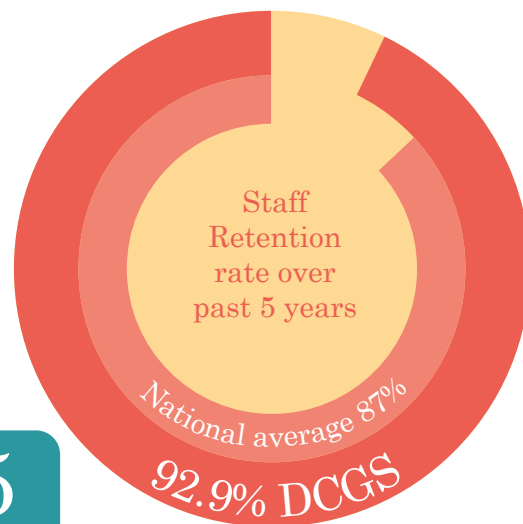
Staff usuallyy g go on residential trips (inc Support Staff)

Gold Mental Health awards  
(One of 15 nationally to do so)

## 3

Average Number of extracurricular Clubs and Societies per Term

## 85

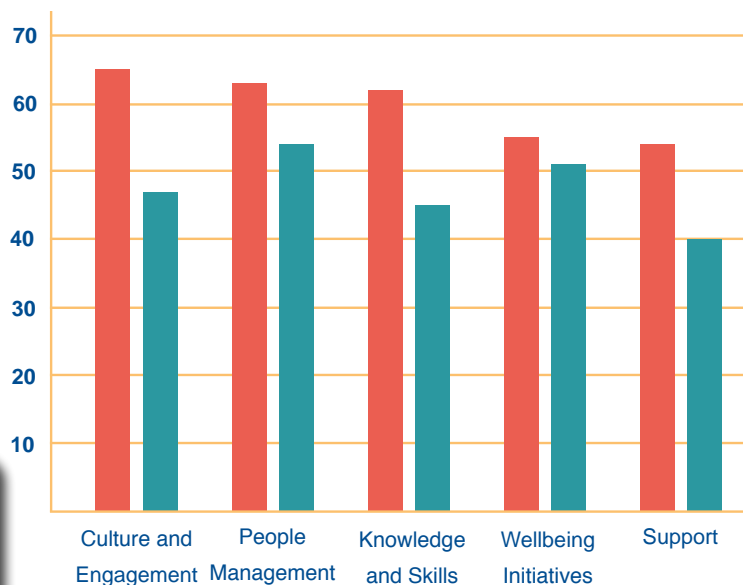


### Staff Survey Results

What % staff rate positively

DCGS

Sector Average



1 staff member wedding reception at school  
1 played nationally for their country  
123 Strawberries eaten at Staff Wimbledon

Staff Football   End of Term Gatherings   Christmas Party   Secret Friend  
Staff Yoga   Time to Talk Day   Mental Health Day   Staff Badminton  
"How's it going?"   Step Challenge   Secret Santa  
Leavers Dinner   French Film Society   Staff gathering  
Staff Wimbledon   Staff Tennis   Pub trips  
Staff Cake Rota   Staff Tea and Coffee



Staff walked 5302.47 miles in 3 weeks (twice round the earth's circumference)!





# Role Profile



## Job title

Astra Events, Logistics and Communications Officer

## Job purpose

To implement and run effective systems and processes to support the Astra Principal and Astra Vice Principal (Teacher Development) in starting up the new Astra Business Units of Early Career Framework ("ECF"), National Professional Qualifications (NPQ) and Continuous Professional Development ("CPD")

Having become the expert in those systems, provide expert advice to other Astra colleagues in how the new systems can benefit the other business units.

## Objectives

Run effective support systems that ensure all Astra Staff are empowered to run events in relation to the business unit they are supporting.

Coordination of the marketing and communication strategy for the Astra Teaching School Hub in relation to Education based customers and consultants.

Management and oversight of the Astra Customer Relationship Management System ("CRM") for all contacts, trainees and alumni.

Be the lead support staff member for the service delivery areas of ECF, NPQ and CPD

## Reports To

Finance Business Partner (Astra)

## Principal Responsibility Areas

- A Logistics and Events (including CRM)
- B Marketing and Communication Strategy
- C Service Delivery - ECF, NPQ and CPD
- D Other Duties

## A– Logistics and Events (including CRM)

- To be the lead Astra Officer regarding front end use of an effective Customer Relationship Management System ("CRM") that supports all Astra Business Units in the areas of logistics, events, communications and marketing to education based customers.
- Through their role in service delivery (see below) enhance systems for arranging all items in relation to events (venues, caterings, AV, IT equipment, communications to clients and deliveries etc.) that can be effectively used by all colleagues in the Astra business unit.
- To be Astra's main point of contact in managing relationships with parties providing venues for all Astra business units, including negotiating prices and being able to provide Astra staff with visibility of likely venue availability throughout the year.
- To advise Astra staff on the most appropriate online platforms and technology for remote training events, depending on the type of event being provided.
- To work with the Dr Challoner's Grammar School Property and Services Manager and Director of Information and Operations in ensuring where events are based at Dr Challoner's Grammar School all facilities are booked in sufficient time to meet the needs of all parties and adjusting arrangements in response to feedback.

## B– Communication and Marketing

- To oversee the delivery of the Marketing Strategy in relation to existing education clients (non-SCITT) including a content publication strategy designed to increase engagement using the CRM and other digital channels as appropriate.
- To collate and analyse information and feedback regarding the effectiveness of specific marketing and advertising campaigns and events, liaising with external suppliers as appropriate. Provide recommendations to senior leaders regarding improvements that could be made.
- To review the effectiveness of the content publication strategy in keeping education customers engaged with the CRM and websites.
- To support the Astra Leadership Team in the development of new marketing / advertising strategies
- To effectively use the CRM networking module to create productive networks of educational professionals across Buckinghamshire and beyond.
- Where marketing requires, attend out of hours events as agreed.



## Role Profile continued



### C - Service Delivery - ECF, NPQ and CPD

- To effectively support the Astra Principal and Astra Vice Principal (Teacher Development) in the delivery of a consistent, high quality product across the three service areas.
- Implement effective marketing strategies, including updating content on Astra digital channels, to ensure that attendance targets for events are met. Where appropriate, ensure that partners in delivery are meeting their obligations to market events.
- To liaise with ECTs and their schools regarding any reduced or extended induction periods and ensure compliance with the TRA and DfE regulations, liaising with the Astra Principal as appropriate.
- To maintain regular and timely communication with partners and trainees to ensure that all events run smoothly for all parties and improve the customer experience.
- To assist in the quality assurance process for all events by collating evaluation records of the events to provide analysis that allow senior leaders to easily report on statutory KPI's and to use the information to enhance the experience of customers in future events.
- To attend in person events as required to support facilitators in their delivery of events.
- To support facilitators delivering on-line events.

### D - Other Duties

- To provide financial information in relation to the business units that you support to the Astra Business Partner when required.
- To be the logistics lead for running events for the business units above.
- To ensure that content on Astra's digital platforms in relation to the business units you support remains relevant and fit for purpose.
- To provide classroom or duty management in the absence of a teacher on an occasional basis.
- To assist occasionally in the invigilation of examinations at peak times.
- To accompany students as an additional adult on educational visits on an occasional basis.
- To provide support and cover for other colleagues in the support staff team when required.
- To undertake professional development activities to assist in relevant aspects of the role.
- To comply with all school policies and procedures including reporting any concerns to the appropriate person in relation to those covering child protection, health, safety, welfare, security, confidentiality and data protection.
- To undertake general office duties including mail, filing, photocopying, collating and minuting meetings.
- To undertake any other reasonable task required by the Headmaster or Principal of Astra.



# Person Specification

|   | ESSENTIAL  | DESIRABLE   |
|---|--|---|
| <b>Qualifications</b>                       | Good standard of general education up to A Level or equivalent or significant experience in the areas of either logistics or marketing.  | Degree and/or Further Education Qualification.<br><br>Qualification in logistics or marketing.  |
| <b>Previous Work Experience</b>             | Experience of working in a role which demands the ability to work accurately and to deadlines.<br><br>Experience of working in a role which demands effective communications with a wide range of stakeholders<br><br>Experience of successfully dealing with a range of priorities and working to tight deadlines.  | Experience of working in logistics, or marketing.<br><br>Successful experience of events management.<br><br>Experience of working within a school or other public sector environment. |
| <b>Professional Skills &amp; Experience</b> | Meticulous approach to work with a high standard of accuracy.<br><br>Ability to keep all stakeholders appraised in a fast moving environment<br><br>Ability to summarize and convey information quickly and concisely; good literacy and communication skills.<br><br>Ability to work autonomously under pressure<br><br>Excellent ICT skills.   | Competent in monitoring budgets and working within financial control frameworks.  |
| <b>People management Skills</b>             | Good communicator with excellent Interpersonal skills.<br><br>Able to relate well to staff, senior leaders, governors and external stakeholders, building effective working relationships.<br><br>Evidence of supporting senior leaders in achieving their objectives.<br><br>Ability to know when and how to delegate effectively (and when not to)<br><br>Ability to inspire confidence in others.   |   |
| <b>Other Personal Qualities</b>             | Ability to evaluate own development needs and those of others and to address them.<br><br>Good verbal and written communication skills, including the ability to negotiate effectively with contractors and service providers.<br><br>A diplomatic and patient approach.<br><br>Initiative and ability to prioritise one's own work and meet deadlines.<br><br>Ability and willingness to adopt a "hands on" approach to working.<br><br>A willingness to seek specialist advice and an awareness of where to seek it.<br><br>Ability to recognise the need to "get the job done". | Sense of humour   |

# Making an application



The purpose of the selection process is to assess your suitability for the post and give both the panel and yourself an opportunity to gain further information before making a successful appointment. It is also an opportunity to seek clarification on information which you have provided on the application form and accompanying information. The interview will also assess your suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.

## How to apply

To apply for this position, you will need to complete an application form, which can be downloaded by following this link.

Completed applications should be sent to [employment@challoners.org](mailto:employment@challoners.org)

Please note that only fully completed application forms will be considered.  
CVs will not be included in the short-listing process

## Short-listing

Applications will be assessed based on the information provided on the application form; only those best fulfilling the criteria for the role and the person specification will be short-listed.

Subject to the number of applications, short-listing may take place before the deadline for applications has passed.

If you have not heard from us within three weeks of the closing date, you can assume that your application is not being progressed on this occasion.

## Interview

A first round of interviews may be conducted remotely.

During the second round of interviews candidates will also be given a tour of the school, and there will be a chance to meet members of the team informally over lunch or coffee.

Selected candidates will then be formally interviewed by the Head and other members of the school management team.

Please note that the school adheres to all social-distancing guidelines in schools.

## (Support Staff) Administration Task

The interview process for support staff will include a skills test which is relevant to the role in which you are interviewing for. These will be completed using Google docs and Google sheets, which are very similar to Microsoft Word and Excel.

As part of our safer recruitment process please find a link to our Child Protection Policy, Safeguarding Statement and recruitment of ex-offenders policy.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure and cannot be taken into account. Further information about filtering offences can be found at DBS filtering guide. It is an offence to for any applicant to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.



## Excellence with integrity

**At DCGS...**

**We are determined to give our best to everything we do  
We are prepared for the opportunities and challenges of today and the future  
We serve the wider community**

**At DCGS We Value...**

**Aspiration**



**Kindness**



**Resilience**



**In All Our Actions And Intentions**

**At DCGS everyone learns through...**

**Teaching that is rigorous, engaging and high quality**

**Developing leadership at all levels**

**Maintaining a culture of high expectations**

**Showing a concern for everyone's wellbeing**

**Providing a first class learning environment**

**Ensuring a breadth of opportunities for all**

**Promoting an open and outward facing attitude**

**Engaging with the global potential of technology**

**Exploring innovative and sustainable approaches**