

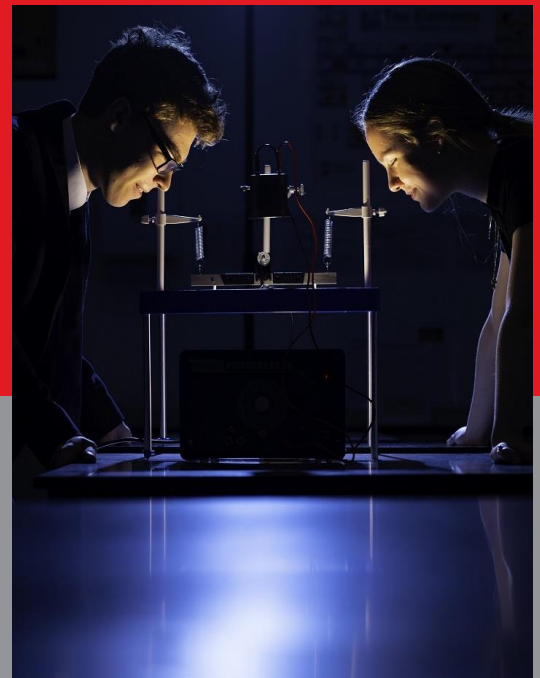


CHESHAM
GRAMMAR
SCHOOL

JOIN OUR TEAM

'Students are courteous and helpful to each other and to visitors. They are respectful of each other's views, beliefs and feelings. The school is a calm, orderly community and has a strong ethos for learning.'

Ofsted, 2014 (Outstanding)



Recruitment pack



COVER SUPERVISOR

POSITION:	Cover Supervisor
TYPE:	Support
HOURS:	35 hours per week (38 weeks per year – term time plus 3 inset days)
TIME:	8.20am – 3.50pm Monday to Friday
CONTRACT:	Part time, permanent
GRADE:	Range 3 (ISN 16 – 20)
PAY:	£24,310 - £26,295 FTE / £19,015 - £20,569 pro rata (<i>due to be increased in the April pay review</i>)
START DATE:	As soon as possible

An exciting opportunity has arisen for an individual to join our team of Cover Supervisors in this outstanding school. You will provide lesson cover across the school, as required. There may be an opportunity for project work to fit around the needs of the lesson cover requirements. Experience of working in a school environment is preferred but not essential. Training and support will be provided.

BENEFITS OF WORKING AT CHESHAM GRAMMAR SCHOOL:

- priority admission for qualified children of staff
- subsidised gym membership
- cycle scheme
- free parking on site
- a commitment to protect, promote and enhance the wellbeing of staff through the Education Staff Wellbeing Charter
- long service award scheme for 5, 10, 15 and 25 years' service
- an opportunity to work in an area of outstanding natural beauty 30 minutes from London

APPLICATIONS Completed applications should be emailed to: recruitment@redkiteschoolstrust.org

CLOSING DATE FOR APPLICATIONS: Thursday 18 April 2024, midday

INTERVIEWS: Monday 22 April 2024

We reserve the right to interview and appoint on application. Early applications are encouraged to avoid disappointment

Red Kite Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment.

Applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service



CHESHAM GRAMMAR SCHOOL

March 2024

Dear Colleague

Firstly, I would like to thank you for your interest in Chesham Grammar School and in this post. I hope this information will help you decide whether you wish to apply for this exciting position. CGS is a co-educational selective school with 1300 students, 400 of whom are in the Sixth Form. We have around 120 teaching and support staff who work hard to ensure our students enjoy the best possible educational experience. We admit 180 students into Year 7 each September, drawn from a wide geographical area. We also take around 50 students into Year 12 each year.

Our vision is for everyone at CGS to enjoy, achieve and belong and for our students to be exceptionally well prepared for life. Our core values of aspiration, kindness and respect guide everything we do. Ultimately, we want to do all we can to enable our students to be happy.

CGS is an outstanding school. That is the conclusion Ofsted reached when they last inspected the school in March 2014, although they didn't tell us anything we didn't already know. However, it is very much our mantra that outstanding doesn't mean perfect and we are constantly seeking ways to make CGS better still; in short, to make it a truly exceptional place in which to study and to work. Our examination results at GCSE and A level are excellent, testament to the dedication and commitment of both our staff and students. The vast majority of our students progress to university, with a good number each year winning offers of places at Oxford or Cambridge.

Our curriculum is broad and balanced from Year 7 with all students studying traditional academic subjects as well as having the opportunity to explore a range of disciplines within the creative arts and technology. At GCSE, students can choose from a wide range of subjects with still more on offer when they get to the Sixth Form. But what goes on inside the classroom, day in, day out, is only part of the story. Beyond that, there is a real richness of experience as well as a genuine warmth and openness in the relationships between students and staff, all of which combine to make CGS a hugely rewarding place in which to work.

Our pastoral care is superb and vertical tutoring, organised around our strong House system, gives the school a very distinctive 'feel' and enables every student in the school to be known well by their tutor. It also ensures that those who join us are very quickly integrated into the life of the school. We place a huge emphasis on support and guidance and this is a real strength of CGS. The House system also ensures that healthy competition is an integral part of school life. Students belong to one of four Houses and there are competitions between them throughout the year in a range of sporting disciplines as well as in music, art and drama.

CGS has excellent facilities and is forward thinking and innovative. We have a passionate belief in our bright and articulate young people, seeking to equip them with the skills to succeed in the 21st century not just with excellent results. To this end, over the last few years, we have developed our own approach to learning. The 'CGS Learner', as we call it, seeks to develop students who are able to learn effectively both independently and collaboratively and who leave us ready to face the challenges which lie ahead. We are constantly seeking ways in which to develop wider skills too and there are many opportunities for students to take a leadership role within the school or to participate in extra-curricular activities in a wide range of spheres. None of this would be possible, of course, without the dedication, commitment and boundless energy of our staff who are always willing to give up their time to provide outstanding opportunities both within and beyond the classroom.



Annmarie McNaney
Headteacher

At CGS we want our staff to continuously develop too. Much of our CPD is 'in-house'; we have a very clear focus on the sharing of good practice within the school where there is already so much expertise. We work collaboratively with several local schools and are very pleased to be members of both the Herts-Bucks Challenge Partners group and of a Teaching School Alliance, the Astra Alliance, which means we are fully involved in teacher training. This collaboration between schools has also enabled us all to expand our CPD for ECTs and for more experienced staff. We regularly host visitors from other schools who come to experience at first hand various aspects of life at CGS, such as vertical tutoring, or, perhaps to see what the CGS Learner looks like in action. In addition, we encourage staff to visit other schools and to bring back ideas which can be shared with colleagues and which might in some way lead to further improvements here.

When making appointments, I am, first and foremost, seeking to recruit the kind of person who 'fits' our ethos. It is a privilege to work with the students at CGS; they are mature, committed and hard-working but they are also great fun to be with and, when you visit the school, you will see that there are very warm relationships between staff and students, based on mutual trust and respect. This helps to make CGS a hugely rewarding place to work. We want our students to have a superb experience at CGS both within and outside of the classroom and to learn to build positive relationships with others during their time here so that when they leave, they are ready for life beyond school in social as well as in academic terms. Of course we also want them to benefit from outstanding teaching and to be taught by passionate and committed subject specialists who will be willing to go that extra mile to give them the very best education possible.

I hope this letter gives you some feel for CGS and for this post. I imagine that you will be looking at our school website for further information, www.cheshamgrammar.org which will give you a good deal of information about and a genuine feel for the school. If you would like to pay us a visit before applying, please do get in touch.

I look forward to hearing from you.

Yours sincerely,



Annmarie McNaney
Headteacher

CGS FACTS

1947

School Founded

187

Teaching days per year

1317

Number of students

400

Number of sixth form students

48%

2023 A level A- A grades*

81%

2023 A level A- B grades*

51%

2023 GCSE 8-9 grades

74%

2023 GCSE 7-9 grades



Annual Celebration of Sport Award

22

RESIDENTIAL TRIPS

8

DIFFERENT COUNTRIES

33

Number of staff who have worked at Chesham Grammar School for over 10 years.





CHESHAM
GRAMMAR
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COVER SUPERVISOR

RESPONSIBLE TO:	Deputy Headteacher
GRADE:	Range 3
HOURS:	35 hours per week (38 weeks per year) Term time plus three inset days
TIME:	8.20am – 3.50pm Monday to Friday
CONTRACT TYPE:	Part time, permanent
START DATE:	As soon as possible

JOB PURPOSE

1. To provide cover for lessons when teaching staff are absent
2. To provide administrative assistance and support to departments and curriculum areas where possible

MAIN DUTIES AND RESPONSIBILITIES

1. To supervise classes with work set by the teacher in accordance with school/departmental policy
2. Manage the behaviour of students in lessons whilst creating a positive learning environment
3. Register class attendance on Go4schools in accordance with the school's policy
4. Collect and return any work requested by the teacher
5. Respond to student queries/questions about the work to facilitate the learning
6. Act as a Co-Tutor in our vertical tutoring system
7. To provide administrative assistance and support to department areas (eg creating display boards) when not covering lessons

GENERAL SCHOOL RESPONSIBILITIES

- To carry out duties as may be required from time to time commensurate with the overall responsibility of the post
- To comply and actively promote school policies, including Behaviour for Learning, Equal Opportunities, Attendance and Health and Safety
- To promote positive student conduct. To confront negative student conduct and take appropriate steps to deal with it
- To deal with all telephone and personal enquiries efficiently and effectively, in a way that promotes a positive image of the school
- To be smartly dressed, establish a business-like environment and promote excellent relationships and a positive ethos when communicating with students, staff, parents and external contacts

- To undertake training and development relevant to the post

PERSON SPECIFICATION	Essential	Desirable
EDUCATION AND QUALIFICATIONS		
Maths and English to at least GCSE Grade C or equivalent	✓	
Degree qualification		✓
Teaching qualification		✓
EXPERIENCE		
Experience of working within a school environment	✓	
IT competency	✓	
Experience of working with young people	✓	
PERSONAL SKILLS AND QUALITIES		
The ability to work as part of a team	✓	
The ability to work independently and use initiative	✓	
Excellent communication skills (oral and written)	✓	
Excellent interpersonal skills	✓	
High attention to detail and a high level of accuracy	✓	
Willing to be flexible and adaptable	✓	
Working to tight deadlines	✓	
Good sense of humour		✓



HOW TO APPLY

To apply for this position, you will need to complete an application form, which can be downloaded from our website. Completed applications should be sent to Clare Harvell, HR Manager at recruitment@redkiteschoolstrust.org

SHORTLISTING

Subject to the number of applications, shortlisting 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

Shortlisted candidates will be invited to interview. The Interview will consist of a panel interview (including a member of the senior team), lesson observation/administrative task and tour of the school. Some roles may have a student and staff panel interview and a written task. Selected candidates may be interviewed by the Headteacher or other members of the management team.

