

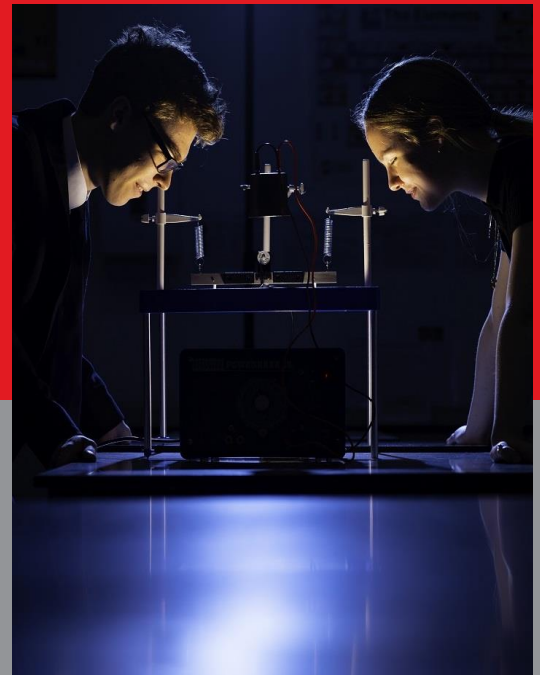


CHESHAM  
GRAMMAR  
SCHOOL

# 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



# CHESHAM GRAMMAR SCHOOL

## SUBJECT LEADER OF ENGLISH

<b>POSITION:</b>	Subject Leader of English
<b>TYPE::</b>	Teaching
<b>HOURS:</b>	Full time
<b>CONTRACT:</b>	Permanent
<b>PAY:</b>	MPS / UPS (fringe) plus TLR 1b
<b>START DATE:</b>	September 2023

An exciting opportunity has arisen for an outstanding and inspirational colleague to provide exceptional leadership of our English Department. The successful candidate will have the experience and vision to motivate our students and staff and to develop the subject within the school.

Chesham Grammar School is a successful and popular co-educational grammar school with over 1300 students on roll (400 in the Sixth Form).

We are looking for:

- a well-qualified and experienced teacher with a proven track record of inspiring students and staff
- excellent leadership and management skills
- a commitment to providing students with outstanding curricular and extracurricular experiences

### BENEFITS OF WORKING AT CHESHAM GRAMMAR SCHOOL:

- minimum 14% PPA for all staff (more for those with a TLR)
- all staff are given their own laptop
- longer holidays, as an academy
- commitment to development of teaching and learning
- opportunities to complete national qualifications (eg NPQs)
- 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 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](mailto:recruitment@redkiteschoolstrust.org)

**CLOSING DATE FOR APPLICATIONS:** Monday 27 February 2023, midday

**INTERVIEWS:** Friday 3 March 2023

*We reserve the right to interview and appoint on application*

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

February 2023

Dear Colleague

Firstly, I would like to thank you for your interest in Chesham Grammar School and in the post of Subject Leader of English. I hope this information will help you decide whether you wish to apply for this exciting position.

CGS is a co-educational selective school of over 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 superb, 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 excellent 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 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.

This role is a superb opportunity. We are seeking an outstanding classroom practitioner and leader who will inspire and motivate our students and staff. English is obviously one of the largest departments in the school and it is staffed by highly qualified, passionate and experienced teachers who work incredibly hard to get the best from and for our students. Results at both GCSE and A level are excellent and every year, we have students who go on to read English at university.

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 both within and outside 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 (you will find more information about the English Department below). I imagine that you will be looking at our school website for further information, [www.cheshamgrammar.org](http://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,

A handwritten signature in black ink, reading 'Annmarie McNaney'. The signature is written in a cursive, flowing style.

Annmarie McNaney  
Headteacher

# CGS FACTS 2022

**1947**

*School Founded*

**187**

*Teaching days per year*

**1316**

*Number of students*

**402**

*Number of sixth form students*

**58%**

*2022 A level A\*– B grades*

**81%**

*2022 A level A\*– B grades*

**61%**

*2022 GCSE 8-9 grades*

**81%**

*2022 GCSE 7-9 grades*



Annual Celebration of Sport Award

**14**

RESIDENTIAL TRIPS

**10**

DIFFERENT COUNTRIES

**31**

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





## SUBJECT LEADER OF ENGLISH

RESPONSIBLE TO:	Deputy Headteacher
GRADE:	MPS / UPS (fringe) plus TLR 1b
HOURS:	Full time
CONTRACT TYPE:	Permanent
START DATE:	September 2023

### OVERVIEW

Teachers at Chesham Grammar School are effective professionals who are thorough in their curricular knowledge and take responsibility for their professional development. The teacher's role is to promote the academic and personal development of all students.

### KEY ELEMENT OF THE ROLE

- To be accountable for the professional leadership, management and development of English
- To ensure there is a coherent, appropriately sequenced curriculum in place which reflects the whole-school curriculum intent
- To secure high quality teaching, effective use of resources and high standards of learning and achievement for all students
- To develop and enhance the teaching practice of others
- To monitor and support student learning and progress
- To effectively manage and deploy resources in the delivery of English
- To promote positive values and attitudes
- To demonstrate professional values and practice

### TEACHING

- Ensure that lessons which incorporate an appropriate range and depth of subject knowledge are planned and taught within English
- Ensure that lessons within English have clear objectives and well-pitched tasks which provide pace and challenge using a variety of learning strategies including ICT
- Lead the department in tailoring teaching and learning strategies for individual students accordingly
- Ensure that a variety of assessment, marking and feedback strategies are used within English department to inform planning, develop learning and evaluate students' progress
- Lead the department in providing constructive feedback to help students reflect upon and improve their work
- Ensure the highest possible standards of student behaviour
- Responsible for the department development plan
- Responsible for the efficient and effective deployment of members of the support staff where appropriate.



## CPD

- Be responsible for the line management of staff, ensuring that all staff in the department demonstrate an unwavering commitment to continuing professional development, taking part in both the whole-school staff development programme and a personal development programme
- Lead professional development of staff in English through example and support including where appropriate, the use of coaching, appropriate training providers and CPD courses.
- Ensure early career and trainee teachers are monitored, supported and trained.

## PASTORAL

- To be a form tutor to an assigned group of students, promoting their general progress and wellbeing and encouraging student participation in the extra-curricular activities programme

## GENERAL SCHOOL RESPONSIBILITIES

- To demonstrate consistently high expectations of all students and a commitment to raising their achievement
- To promote the positive values, attitudes and behaviour expected from all students by treating them with respect and consideration
- To communicate promptly and sensitively with parents, carers and other relevant bodies where necessary
- To contribute towards, and value, the work of teams of staff dedicated to advancing student learning and welfare
- To be aware of, and work within, the statutory frameworks relating to teachers' responsibilities and comply with policies & procedures relating to child protection, health, safety, welfare, confidentiality and data protection
- To undertake any other duty as specified by the Headteacher not mentioned above

PERSON SPECIFICATION	Essential	Desirable
EDUCATION AND QUALIFICATIONS		
A good honours degree and qualified teacher status	✓	
Evidence of relevant CPD	✓	
EXPERIENCE		
A proven track record of impact as a teacher and at departmental level	✓	
A thorough knowledge and understanding of current developments in teaching, learning and the curriculum	✓	
Excellent wider subject knowledge	✓	
PERSONAL SKILLS AND QUALITIES		
A demonstrable passion for English with an ability to inspire students and staff	✓	
Excellent communication skills and the ability to foster positive relationships	✓	
The ability to think analytically and strategically	✓	
The ability to set high standards	✓	
A strong moral purpose and drive for continuous improvement	✓	
Ability to work under pressure	✓	
Excellent record of attendance and punctuality	✓	
A good sense of humour		✓





## ABOUT ENGLISH

The English Department at Chesham Grammar School is dynamic, supportive and very successful, with outstanding teaching and learning and excellent examination results. The Subject Leader will lead a team of 6 subject specialists who work together to ensure the best outcomes for students at Chesham Grammar School.

At Key Stage 3, our Programmes of Study are challenging and engaging, with comprehensive resources available on the department's shared area for teachers to adapt to suit the needs of their learners. At Key Stage 3, students experience the study of Shakespeare, a range of fiction and non-fiction texts, poetry and media. At Key Stage 4, all pupils follow the Edexcel 9-1 GCSE English Language and English Literature specifications. In 2022, 89% of students achieved grade 7-9 in English Language and 79% of students achieved grade 7-9 in English Literature. OCR A Level in English Literature is studied at KS5. There are 2 classes in both Years 12 and Year 13 and students achieve exceptional examination results, some of whom go on to study English or a related subject at university. In 2022, 64% of students achieved grade A\*/A at A-level.

The use of ICT is an integral part of work in English with opportunities for pupils to use multi-media facilities to support learning. The department also offers a range of extra-curricular activities including theatre visits, a creative writing club and a reading society.

## 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@cheshamgrammar.org](mailto:recruitment@cheshamgrammar.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 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.

