

The Hertfordshire & Essex High School

JOB APPLICANT

CANDIDATE INFORMATION PACK



EXECUTIVE HEADTEACHER'S WELCOME

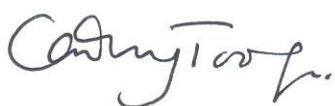
Dear Prospective Applicant

Thank you for considering employment with the Hertfordshire & Essex High School. I hope that you find this information pack useful and it gives you the confidence that applying for a position with us will be a positive step in your career.

Herts & Essex is an all-ability school for girls aged from 11 to 18 years and boys aged from 16 to 18 years. We consistently achieve outstanding results in public examinations and in our most recent inspection, Ofsted described us as “an outstanding school with an outstanding sixth form”. We are a vibrant and happy community providing an exciting variety of opportunities for our students to develop their talents, to enjoy themselves and to flourish as individuals. Our students are exceptionally bright and enthusiastic. They thrive in our relaxed, supportive atmosphere, and take responsibility for their own learning.

Working at Herts & Essex will mean joining a team of highly committed, well qualified teachers and support staff, who work hard to provide the best possible education for our students. For those interested in teaching positions at Herts & Essex, we welcome applications from early career teachers searching for their first teaching role and more experienced teachers looking for a new challenge. Whatever career stage you are at, we want to hear from you if you are an enthusiastic teacher with the ability to inspire, motivate and challenge students and if you are able to impart knowledge and develop understanding that promotes a love of learning and develops children's intellectual curiosity.

Should you have any questions about working at Herts & Essex not answered in this candidate information pack, please do get in contact. Tours of the School for interested applicants can be arranged on request. I look forward to receiving your completed application.



Cathy Tooze
Executive Headteacher



BENEFITS

Staff working at the Hertfordshire & Essex High School enjoy a number of benefits. A list of some of the key benefits can be found below:

Salary	The Hertfordshire & Essex High School follows the nationally negotiated pay scales for teachers and support staff. We are a London Fringe School.
Pension	Teachers are eligible to join the Teacher's Pension Scheme and Support staff are eligible to join the Local Government Pension Scheme. Both schemes are defined benefit schemes and include a death in service payment and option to take part of your pension as a lump sum upon retirement.
Sports Centre	School employees benefit from a discounted gym membership of just £5 a month at the Herts & Essex Sports Centre. They can use the gym from 5.00pm until 10.00pm during the week and any time at the weekend. They can also attend fitness classes on weekday mornings, if they are not working. Staff also get 50% off any pay to play hire facilities.
CPD Opportunities	Herts & Essex employees benefit from some excellent CPD opportunities. Please review our CPD section in this information pack for further details.
School Admission	Daughters of a parent who works for Herts & Essex as a teacher, administrator or member of the support staff and who have been directly employed by the School on a contract for a continuous period of two years or more are given a higher priority for admission.
Onsite Parking	Onsite parking is available for staff to use. A parking permit is provided to all new staff during their induction.
Support for Early Career Teachers	Herts & Essex welcomes applications from enthusiastic Early Career Teachers. ECTs in their induction year are provided with a programme of support, which includes being allocated a mentor and induction tutor to provide support and guidance.
Family Friendly Policies	Herts & Essex is a family-friendly employer and the School has a number of policies in place to promote a more family-friendly working life. Flexible forms of working such as term-time and part-time working are common, enabling our staff to achieve a better balance between work and family life.
Health and Well-Being Support	Staff at Herts & Essex are provided with health and well-being support, which includes access to a counselling service that offers immediate, confidential and emotional support.

WORKING AT THE HERTFORDSHIRE & ESSEX HIGH SCHOOL

Herts & Essex is a really special school. It is a stimulating environment and a great experience for everyone involved in it. Our mission statement is 'excellence for all', encapsulating our philosophy that we deliver a personalised high quality experience for every student. We believe that our students will be leaders in whichever field of work, academic study or indeed personal interests they choose in their future and our dedicated team of staff work to ensure that they develop the skills, knowledge and qualities required to achieve this.



Herts & Essex was awarded the World Class Schools Quality Mark in 2019 and as such we constantly aim high. Herts & Essex students are highly aspirational; they embrace the challenge of being given high expectations, and the confidence and ability to meet those expectations is constantly nurtured by our staff. Our aim is to provide a first rate education. Our GCSE results are consistently exceptional with a high proportion of students gaining grades at level 8 and 9 and in 2019/20, our Year 13 cohort achieved 16% of all entries at A*, 48% of all entries at A*-A and 77% of all entries at A*-B. 99% of our Sixth Form students achieved their university or other destination of choice including numbers in double figures to study Dentistry, Medicine and Veterinary Medicine and at Oxbridge.

We are very proud of our students and their successes. This is what the *Good Schools Guide* has to say about us:



'This school manages a clever combination of being laid-back and fun, whilst at the same time focused and resolute in striving for the best. Coupled with the school's astonishing attention to detail in the assessing, motivating and monitoring of each and every student, it's no wonder that there really isn't a type of character or learner that won't fit in here – and more than that, has every possible chance of flourishing, with the school regularly appearing in the top three of the comprehensive school league tables. An exceptionally well-oiled machine, this school embraces new attitudes towards education whilst holding onto strong traditional values and, in doing so, provides a dazzling learning environment for hard-working pupils.'

MESSAGES FROM FORMER STUDENTS

Our students thrive in our supportive community and here is what some former Herts & Essex students had to say about their experiences:

'I believe the experiences, support and opportunities that I was given during my time at Herts & Essex were unparalleled. I was constantly and constructively challenged to fulfil my potential and given a sense of confidence in myself and my abilities.'

The student community is close-knit and the single-sex environment was definitely the most effective, comfortable and healthy environment for me as a young teenager. However, it is also due to the pastoral care and support provided throughout the years by each member of staff who visibly care for and encourage all their students.'



Achievement and success in every field is celebrated both inside and outside the classroom. There is something to be said about being able to take on your A Levels supported and guided by teachers who know you well and who are more than willing to dedicate themselves to helping you in their subject. I am so immensely grateful to them. I feel I was immeasurably lucky to have attended Herts & Essex which enabled me to be where I am now; studying Maths at Durham University, and to be the independent, motivated and resilient person I am today'.

Former Herts & Essex student 2012-2019



'My seven years at Herts & Essex were filled with opportunities, challenges and most importantly, joy. On my first day of Year 7, I immediately felt welcomed. The feeling of community remained throughout my time there. This spirit is something I believe makes Herts & Essex unique.'

The staff at Herts & Essex are dedicated and enthusiastic. Their encouragement pushed me to try new things and achieve my full potential even in subjects that were outside of my strengths. They assisted me in my application to Oxford University where I am now studying Economics and Management. I am hugely grateful for this support but more notably for the support I received throughout my time at the school.'

Herts & Essex has played a huge part in my personal growth in terms of developing my confidence and allowing me to make lifelong friends. Thanks to the incredible education Herts & Essex provided, I am now enjoying my time at another fantastic educational institution'.

Former Herts & Essex student 2012-2019

MESSAGES FROM CURRENT STAFF

In joining Herts & Essex, you will be joining a supportive and committed team of teaching and support staff. Some of their thoughts on what they enjoy most about working at the School can be found below:

'I applied to work at Herts & Essex as the School has an excellent reputation and I was very impressed when I walked around. The best thing about working here is the sense of community; staff, students, governors and parents are proud of the School and there is a real sense of ambition and positivity in our work. I really enjoy teaching students who are completely engaged in the learning and working with teachers who are warm and supportive colleagues'.

Colette Kerins (Teacher)

'I researched a number of schools in the area before applying to Herts & Essex. When I explored the ethos of the school and the values of it, I was sold. I had heard lots of worry from prospective teachers about working in an all girls' school and I would say to any applicants thinking of applying to put preconceptions aside and apply because they work so well together and the feel of empowerment is second to none. As an English teacher, I enjoy getting to share my passion for the subject with students, and watching their own passion grow. As a Head of Year, it is great to get to know the students more personally and feel like you are really making a difference for their school careers and future lives. I always believed that the academic side was for me, but when I had the opportunity to apply for a pastoral role it changed my outlook. It is so rewarding to work for the school and those above me are so eager to help and allow opportunities to grow'.

Holly Baker (Teacher and Year Leader)

'I find working at Herts & Essex really fulfilling. I work with a great group of people and everyone works together as a team for the benefit of the school. I really enjoy the variety of my role, as well as dealing with the unexpected. I very rarely end up doing what I had planned to do! I applied to work at the School as I thought that I would find the role challenging and it was able to offer a working pattern that enabled me to strike the right work/childcare balance for my family'.

Harriet Wyatt (Office Manager)

'I had many happy memories at Herts & Essex as a student, so I could think of no better place to spend my teaching career than at the place who shaped who I am. As a staff-body, we are a close knit community full of respect and friendship. But equally important, is the teamwork between staff and students, which enables me to teach to the best of my ability and watch students flourish. Herts & Essex not only offer me new opportunities, but also are open to me coming up with my own ideas that benefit the School and my own career. I joined two years into my teaching career and have gone on to become a successful Subject Leader, via House Leader and Arts Award Coordinator and I am now on the path to becoming a Senior Leader in the not-so-distant future'.

Caitlin Hayward (Subject Leader)



CPD OPPORTUNITIES



At Herts & Essex, we understand that the success of the School depends on having a highly-skilled workforce. As a result, we make staff continuous professional development a priority. Our CPD strategy aims to address organisational needs, leading to a culture of continuous development and school improvement and individual needs, leading to staff feeling motivated, supported and empowered to develop their own careers.

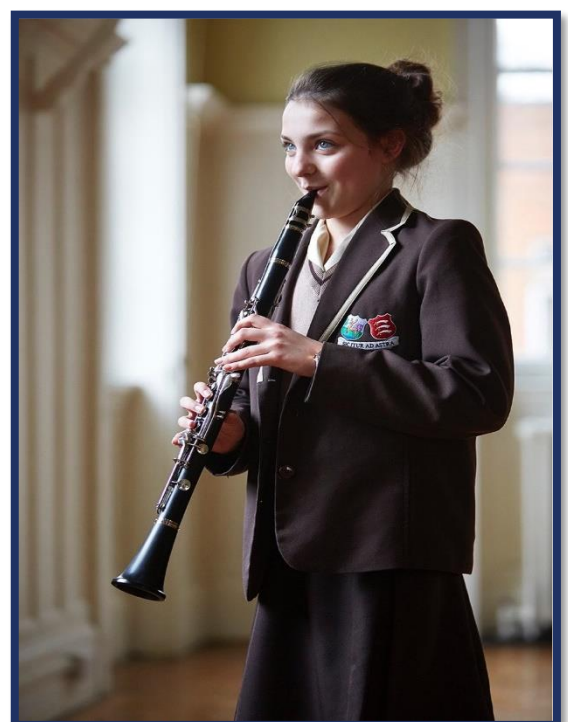
All staff participate in a comprehensive performance appraisal process, which involves discussing performance and individual CPD needs with their line manager.

We provide a mixture of both internal and external training to ensure that we are providing the most effective CPD programme. Our internal programmes give existing employees the opportunity to utilise and share their own skills and expertise and external programmes are used to introduce staff to new knowledge and skills.

Staff at Herts & Essex are encouraged and supported in their professional development in a range of ways. This includes through formal education, such as supporting staff to study national professional qualifications, undertake Masters Degrees, Diplomas and various accreditations; through work-based learning, such as providing the opportunity to conduct peer observations, participate in work shadowing and coaching and development; through professional activities, such as undertaking external examiner training and participating in subject forums; and through self-directed learning, such as completing National College modules, writing articles and attending webinars, forums and conferences.

All teaching staff also participate in a research group, which investigates pertinent topics with the purpose of developing and improving practices and processes at the School. Current research groups are focused on topics such as assessment, creating an anti-racist school, character education and disadvantaged students.

At Herts & Essex, we also understand the importance of leadership development and we have supported a number of our leaders to undertake National Professional Qualifications for UK Schools in Headship, Senior Leadership, Leading Teaching, Behaviour and Culture and Leading Teaching Development. We are also about to implement a middle leader training programme for current and aspiring middle leaders which covers the essential skills and knowledge required to become an effective manager.



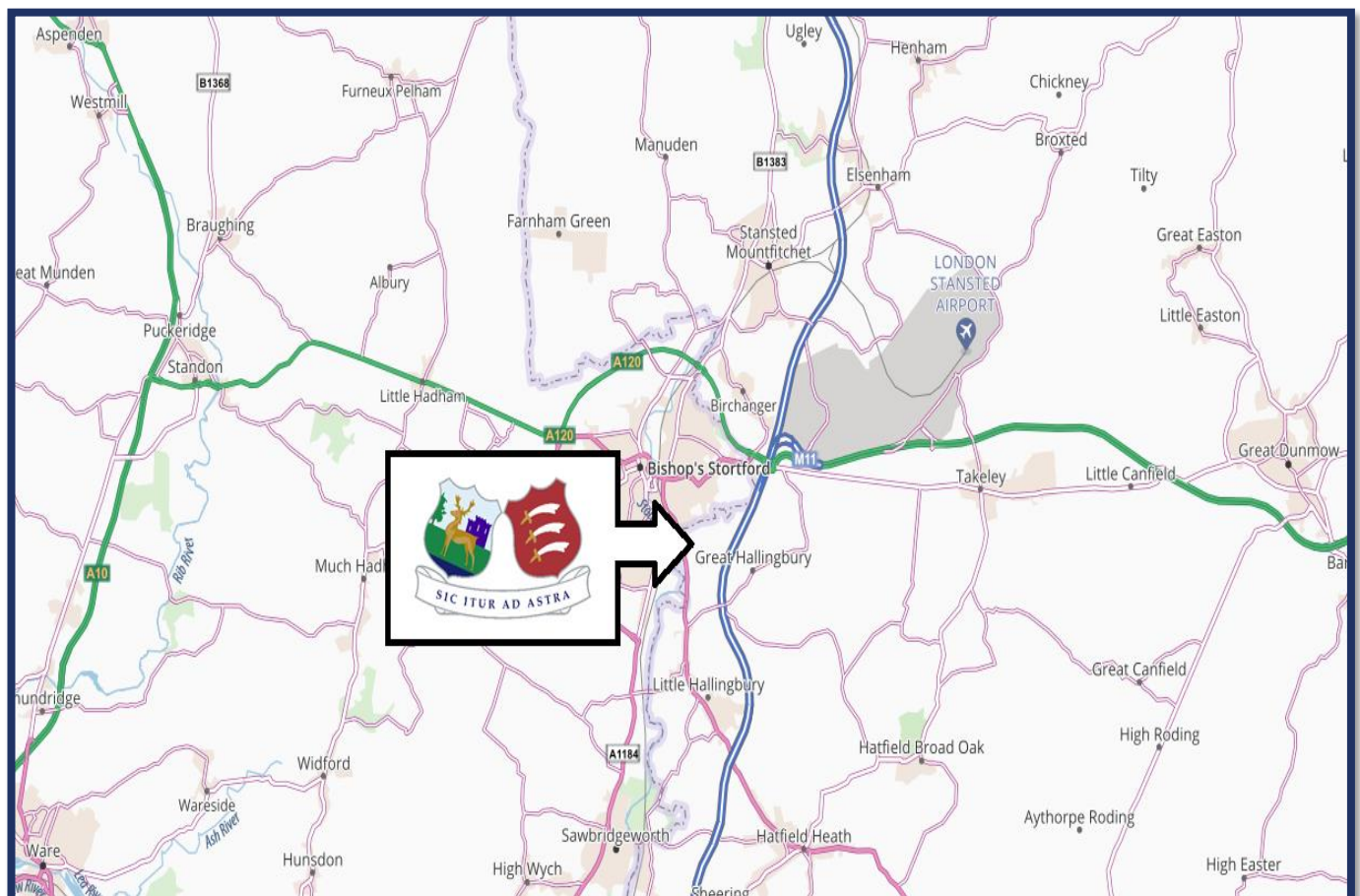
WORKING IN BISHOP'S STORTFORD

Bishop's Stortford is a historic market town in Hertfordshire on the county border with Essex. The town is located between Cambridge and London and is the largest closest town to Stansted Airport. Bishop's Stortford is a popular town for commuters, given that a train journey into London Liverpool Street is typically around 30 minutes. The town is also home to many people working in the tourist industry, including hotels, catering and airline staff, given its close proximity to the airport.

There is a good range of accommodation options in Bishop's Stortford and there are currently a number of developments being undertaken around the town to increase housing supply. While house prices in Bishop's Stortford are slightly higher than the national average, a number of our staff choose to live outside of the town and there are a number of nearby villages and towns that offer a good alternative.

Bishop's Stortford has a thriving town centre featuring a number of prominent High Street names and there are also a number of supermarkets in the town. Braintree Village, a shopping centre with outlet stores for popular fashion, perfume, home and kitchen brands is a short drive away. The town has a lively social scene and there are a number of coffee shops, bars and restaurants in the town. There is also a good arts scene and South Mill Arts is a popular theatre complex where visitors can enjoy live performances by local production groups and touring professionals. The complex also features an art gallery where visitors can find impressive works on canvas alongside expertly crafted photos. There are also a number of gyms and leisure centres in the town.

Transport links in Bishop's Stortford are excellent and if travelling by car, the M11 motorway is within easy reach. The town is served by Bishop's Stortford train station which has regular connections to London, Cambridge and Stansted Airport. Herts & Essex is a five minute walk from the train station.



THE RECRUITMENT PROCESS

To find a list of all current vacancies at Herts & Essex, please visit our careers site by clicking this [link](#). To apply for a vacancy, please complete an application form before the advertised closing date. CVs will not be accepted. We recommend that applicants particularly focus on the supporting statement of their application form and that they ensure that their supporting statement addresses the criteria listed in the person specification for the job that they are applying for. The application form is available in other formats and candidates who are unable to access the application form should contact the School and speak with a member of Human Resources.



Once a position has closed, we will form a short list for interview and we aim to contact successful candidates for interview within one week of an advert closing. We appreciate that individuals can spend a considerable amount of time completing an application form, so ensure that we notify unsuccessful applicants that their application has not been successful at the earliest opportunity.

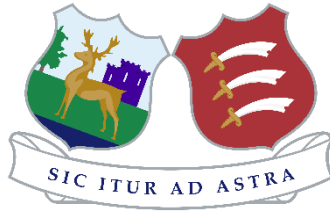
The selection process for non-teaching positions at Herts & Essex will typically involve a panel interview and a short work-based written task to assess the essential skills required for the post. Interview panels will typically consist of a minimum of two managers. Applicants will also be given a tour of the School. For teaching posts, the selection process will typically involve a panel interview, delivering an observed lesson to a group of students, a tour of the School and an opportunity to meet with the Executive Headteacher. For senior teaching positions, such as Subject Leader positions, there may be further elements to the process, such as a meeting with members of the Student Council and being asked to undertake a work-based written task.

We aim to make a decision shortly after the selection process for a post has concluded and will contact all candidates as soon as possible to notify them of the outcome of their application.

Herts & Essex is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post.



At Herts & Essex, we undertake a range of checks which include obtaining a Criminal Records and Barred List check via the Disclosure and Barring Service, satisfactory medical clearance, at least two satisfactory references, a check of identity and right to work in the United Kingdom, an overseas check for applicants who have lived or worked outside of the United Kingdom, a check of qualifications and for teaching staff, a check that they are not prohibited from teaching.



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