

Enfield County School for Girls



Onward Ever, Together



Headteacher Welcome

With over 100 years' experience in girls' education, Enfield County School for Girls has a long-standing tradition of transforming the life chances of young women.

Our students' academic progress consistently exceeds national averages, reflecting our unwavering commitment to excellence.



Our students achieve highly in all areas, supported by experienced staff and a happy and purposeful learning environment in which every individual is valued.

As a non-denominational all-girls' school, we are proudly home to a vibrant, culturally diverse community. I am privileged to be the Headteacher of our unique school.

Our thriving co-educational sixth form continues our journey of success; we warmly welcome external applicants to join our inclusive and ambitious community, alongside applications from our existing students.

Our [school history timeline on our website homepage](#) details over 100 years of history from our school archives which will give you a flavour of what we are about. We invite you to visit our wonderful school and see for yourself what we are able to offer.

Warm regards,

A handwritten signature in cursive script that reads "J Gumbrell".

Ms J Gumbrell
Headteacher



OUR

SCHOOL



Enfield County School for Girls is a successful secondary school in the London Borough of Enfield, with a proud history dating back to 1909. Originally established as a girls' grammar school, the school has evolved into a high-performing, non-selective comprehensive school for students aged 11–18, with a thriving co-educational sixth form.

The school has a strong reputation for academic achievement and high standards of teaching and learning. We are committed to providing an ambitious, inclusive and supportive environment where students are encouraged to develop confidence, resilience and independence. Our curriculum is broad and balanced, enriched by a wide range of extracurricular opportunities including clubs, trips, leadership programmes and cultural activities that support students' personal development.

At Enfield County School for Girls we are proud of our welcoming and collaborative community. Staff are passionate about education and work together to ensure that every student is supported to reach their full potential. We are committed to the professional development and wellbeing of our staff, offering opportunities for career progression, training and collaboration within a supportive and forward-thinking environment.

Our aim is to empower young people to become confident, successful learners who are well prepared for further education, employment and life beyond school.

OUR STUDENTS

- Our school has approximately 1,000 students aged 11–18, including a co-educational sixth form.
 - Our students come from a diverse and vibrant local community, reflecting the cultural diversity of the London Borough of Enfield.
 - Students demonstrate positive attitudes to learning and are encouraged to develop confidence, independence and resilience.
 - Behaviour across the school is strong, with students showing respect for one another, staff and the wider school environment.
 - Students follow a broad and balanced curriculum, supported by a wide range of extracurricular opportunities, including sports, performing arts, trips and leadership activities.
 - Many students progress to further education, universities, apprenticeships and employment, supported by strong guidance and pastoral support.
 - Our sixth form students play an important role within the school community, acting as leaders and role models for younger students.
- Our students are engaged, respectful and motivated, contributing to a positive and supportive learning environment across the school.



OUR LOCATION

Our setting is based across two sites in the heart of Enfield Town, providing a vibrant and accessible environment for both staff and students.

- Lower Site: Rosemary Avenue
- Upper Site: Holly Walk

The two sites are located just a short distance from each other, allowing our teams to work closely together while benefiting from two spacious environments.

Being centrally located in Enfield Town, we benefit from excellent transport links, including nearby train stations, bus routes, and easy road access.

Both sites offer:

- On-site car parking spaces
- Large, spacious outdoor grounds
- A welcoming and well-resourced environment
- Easy access to local amenities in Enfield Town

Location Map - Enfield Town Sites



Enfield Town Area (schematic map for brochure)

STAFF BENEFITS

We value our staff and recognise that a supportive, positive working environment is key to providing the best experience for the children in our care. We are committed to supporting the wellbeing, development, and work–life balance of every member of our team.

PROFESSIONAL DEVELOPMENT

We invest in our staff and encourage continuous learning and career progression.

- Ongoing training and professional development opportunities
- Support for further qualifications
- Opportunities to develop specialist skills and progress within the setting
- Regular supervision and performance development meetings

SUPPORTIVE TEAM ENVIRONMENT

We pride ourselves on being a friendly and welcoming team.

- A collaborative and supportive workplace culture
- Experienced leadership team providing guidance and support
- Opportunities to share ideas and contribute to the development of the setting

WELLBEING AND WORK–LIFE BALANCE

The wellbeing of our staff is extremely important to us.

- A positive and respectful working environment
- Consideration for work–life balance
- Supportive management team

GREAT WORKING ENVIRONMENT

Our two sites offer excellent facilities for both children and staff.

- Spacious outdoor grounds
- Well-resourced learning environments
- Staff parking available on both sites
- Central Enfield Town location with excellent transport links

BEING PART OF OUR COMMUNITY

Working with us means being part of a setting that values community, teamwork, and high-quality early education.

- Opportunities to take part in events and celebrations
- Strong relationships with families and the local community
- A setting where staff contributions are valued and recognised

JOB DESCRIPTION



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JOB DESCRIPTION

POST & CURRICULUM AREA:	Head of English
SALARY:	Based on the School Teachers' Pay & Conditions Document (STPCD) TLR1B
LINE MANAGER:	SLT Link
ACCOUNTABLE FOR:	Curriculum provision across the Key Stages Securing commitment to high standards, school aims, policies, plans and priorities.

IMPORTANT FUNCTIONAL

RELATIONSHIPS	Headteacher & Strategic Leadership Team Subject Team members Department Key Stage Coordinators Students & Parents Other Teaching & Support colleagues LA & external agencies as appropriate
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All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Enfield are expected to share this commitment

Core Purpose

1. To provide strong leadership to the English Department so that teaching and learning is consistently good or better.
2. To ensure that all young people make at least expected progress and that ambitious targets for student performance are met in all Key Stages.
3. To continue to develop an innovative and progressive curriculum in English lessons which is supported by a vibrant programme of extracurricular and enrichment activities.
4. To performance manage robustly all leaders, teachers and support staff in the English Department so that ambitious targets are met and there is a clear link between pay and progression.
5. To maintain a highly visible presence around the school to support the wider behaviour for learning.



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Main Professional Duties

1. To lead the successful delivery of English across the School.
2. To inspire and enthuse members of the team, with a clear vision for the future direction of the English Department.
3. To develop an innovative and progressive curriculum in English.
4. To undertake regular audits and quality assurance checks within English to ensure that the highest standards are being achieved in all aspects of the department's work.
5. To lead the development of differentiated schemes of work at KS3, KS4 and at Post-16 so that every young person makes progress in their learning.
6. To keep up-to-date about subject development and to take part in relevant CPD for this purpose, disseminating to other staff where appropriate.
7. To lead the department's strategic planning and self-evaluation processes.
8. To provide regular reports on student performance based on internal assessment data as well as externally verified examination results and to plan effective interventions as appropriate.
9. To promote and lead on the delivery of all extra-curricular activities in English.
10. To act as a role model to others, demonstrating high standards of professionalism in all aspects of leadership.
11. To co-ordinate the resources of the Department, giving support and guidance to relevant staff.
12. To complete all administrative tasks in a timely and accurate manner.
13. To ensure that appropriate arrangements are made for examination entries and statutory requirements.
14. To contribute to wider whole school policy making as appropriate.
15. To design an appropriate and progressive curriculum in English that reflects the ethos of the School and meets the needs of all students.
16. To make sure that teaching and learning meets the needs of all students including those with additional needs, for example those with a low skill base, hearing or visual impairment and the very able.
17. To maintain an up to date knowledge of new initiatives and incorporate elements into the English strategy as appropriate.
18. To ensure that all statutory requirements of the National Curriculum are met.
19. To review, evaluate and improve the design and delivery of the English curriculum on an ongoing basis.
20. To incorporate assessment into all aspects of curriculum planning.
21. To attend, if appropriate, SLT meetings.
22. To safeguard young people by ensuring that all aspects of Health and Safety are adhered to in lessons and preparation areas.

Financial Management

1. To be responsible for the completion of the English Development Plan so that the Department is appropriately and effectively resourced.
2. To oversee the department's budget.



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3. To ensure that the use of financial resources has a clear impact on improving student outcomes.

People Management

1. To adopt a strong, caring and flexible leadership style as to influence and motivate staff and students to achieve their objectives and those of the School.
2. To create an environment of open-mindedness, fairness and harmony so that all individuals can achieve their potential.
3. To work proactively with the Senior Leadership Team to create an open, valuable working relationship that thrives on using the knowledge and expertise of individuals and groups to produce optimal outcomes.
4. To implement the School performance management processes so as to provide a positive framework for staff development and achievement.
5. In conjunction with all staff, organise activities/processes that encourage team development (including parents/carers and community partners).
6. To ensure that all staff receive departmental induction and fully understand all relevant policies and their implementation.
7. To provide support to staff to enable them to effectively implement the policies of the School and English Department.
8. To monitor and evaluate attendance of staff within the department.
9. To create an environment where there is visible acknowledgement that everyone's contribution is valued.

Developing and Maintaining Strong Community Links

1. To develop initiatives to outreach to the community.
2. To network with secondary schools in Enfield to share best practice.
3. To facilitate a broad range of activities in conjunction with staff, students and the wider community so as to deepen and broaden learners' experiences in English.

Facilities management

1. To ensure that physical resources to deliver the curriculum are acquired and are maintained effectively.
2. To make sure that the accommodation is used in the most effective way to meet the needs of all students and of the curriculum.

General Administration

1. To provide appropriate, accurate and timely management information to enable continuous evaluation of performance.
2. To check that information required by various external bodies is produced within the given time scale and is of excellent quality.
3. To design and implement departmental policies that complement School procedures.



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Accountability Key Performance Indicators

1. To ensure that all teaching is consistently Good or better.
2. To meet aspirational targets at GCSE in relation to student performance at grades 9-7, 9-5 and 9-1.
3. To monitor the progress of other staff in the department and put systems in place to ensure performance grades within the department are of a high standard
4. To manage the department's financial budget prudently.

EXPECTATIONS OF ALL STAFF (Teaching & Support)

- Support the Headteacher and Strategic Leadership Team in creating a culture for learning, high standards of achievement and success for all students.
- Carry out all duties and responsibilities in accordance with the school's Mission Statement, contents of the Staff Handbook, policies, current practice and your duty of care for the students' well-being and safety; not to do anything to bring the name or ethos of the school into disrepute.
- Work flexibly as a member of a team, and undertake such other duties as may be required within the scope of this post.
- Deal with enquiries efficiently and sensitively.
- Ensure absolute confidentiality in all matters relating to the students, staff and school business.
- The post holder will ensure that the duties of the post are undertaken with due regard to the School's Health & Safety Policy and to their personal responsibilities under the provisions of the Health & Safety at Work Act 1974 and all other relevant subordinate legislation.
- Be aware of and comply with policies and procedures relating to child protection, health & safety, security and confidentiality.
- Report child protection (CP) concerns immediately to the named CP person(s).
- Attend and participate in relevant meetings, training, performance development and other activities as required.

NOTE

This job description should not be viewed as a comprehensive description of the post. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from those in a position of responsibility to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary scale and job title.

PERSON SPECIFICATION



Enfield County School for Girls

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified teacher Status (A) • A good Honours Graduate in the appropriate subject (A) 	<ul style="list-style-type: none"> • Evidence of INSET and commitment to further professional development
Skills and Experience	<ul style="list-style-type: none"> • Experience of teaching up to KS5 (A,I,R) • Experience of leadership of a key stage (A,I,R) • Knowledge and understanding of effective classroom strategies around planning, organisation, behaviour and learning (A,I,R) • A record of excellent GCSE and A level exam outcomes for students (A,I,R) • Understanding of the theory and practice of providing effectively for the individual needs of students within a mixed ability classroom (A, I) • Knowledge and understanding of the statutory National Curriculum requirements at the appropriate key stage including monitoring, assessing, recording and reporting of students' progress and preparation for public examinations (A,I,R) • Knowledge and understanding of the statutory requirements of legislation concerning e.g. Equal Opportunities, Health and Safety, SEND, Child Protection and Safeguarding (I) • To be ICT literate, making appropriate use of IT as a teaching tool. (A,R) 	

APPLICATION PROCESS

Thank you for your interest in joining our team. We are proud to be a vibrant school community, supported by a diverse and enthusiastic network of governors, staff, pupils, parents and alumni.

How to Apply

To apply, please complete the application form via MyNewTerm on the [Vacancies](#) page of our [school website](#).

If you have any questions regarding the application process, please contact us at:
ecsgeneral@enfieldcs.enfield.sch.uk

Applications will be reviewed upon receipt, and interviews will be arranged accordingly. Early applications are therefore strongly encouraged. We reserve the right to withdraw this advertisement once a suitable candidate has been found.

SAFEGUARDING COMMITMENT

Enfield County School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All applicants will be subject to appropriate safeguarding screening, including:

- References from previous employers
- An enhanced DBS check
- Verification of qualifications and employment history

EQUALITY AND FAIR RECRUITMENT

We are committed to ensuring that no job applicant is treated unfairly because of a protected characteristic as defined in the Equality Act 2010. We welcome applications from individuals of all backgrounds and are committed to promoting equality, diversity and inclusion.

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[@Enfield_County_School](https://www.instagram.com/Enfield_County_School)

