

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,

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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POST & CURRICULUM AREA: Post 16 Progress and Achievement Leader – Non Teacher position (Fixed-term for 12 months from 1 September 2026)

SCALE POINT: Based on the National Joint Council for Local Govt. Scale P02 point 33, £46,968. Actual salary pro rata £42,851, 36 hours per week, 41 weeks per annum (5 days INSET and 10 days allocated across the academic year), 8.30am to 4.15pm Monday – Thursday, 8.30am to 4pm on a Friday, 30-minute lunch break.

LINE MANAGER: The Progress and Achievement Leader is directly line managed by the Head of Sixth form with who their duties are overseen in relation to the role.

ACCOUNTABLE FOR: Securing commitment to high standards, school aims, policies, plans and priorities.

IMPORTANT FUNCTIONAL

RELATIONSHIPS Headteacher, Deputy Headteacher & Head of Sixth form
Form Tutors
Students & Parents
Teaching & Support colleagues
LA & external agencies as appropriate

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

To have a clear and informed overview of the Profile of the Year Group and to be able to monitor and track students effectively to ensure that the vast majority of students are achieving and making the progress that they should be based on their prior attainment data.

To support sixth form students, focusing on high standards of their social, personal and academic development so that:

1. Their overall progress is positive.
2. They are confident and self-assured learners whose excellent attitudes to learning have a strong and positive impact on their progress.
3. They are proud of their achievements, of their school and develop a sense of belonging in school.
4. They value their education, attend school regularly and take an active part in school activities including extra-curricular events.
5. Standards of conduct are high and they are self-disciplined, resilient and confident learners.
6. Their welfare is promoted at all times and their spiritual, moral, social and cultural development equips them to be thoughtful, caring and active citizens in school and wider society.

7. All of their language and communication skills are stretched and extended and that this improvement is embedded into the curriculum.

Main Professional Duties

1. To support the cohort of students. This involves giving a clear vision and direction to work, identifying key areas for improvement and planning appropriate actions to meet them.
2. To manage the resources associated with each year group.
3. To monitor the attainment and progress of the cohort alongside the sixth form team and to identify where there may be students causing concern.
4. To improve academic progress for all students, including key target groups at Level 2 and Level 3.
5. To have an overview of the range of barriers to learning that affect student progress.
6. To monitor the regular setting and quality of homework by managing the regular checking of planners.
7. To be able to work alongside other key personnel e.g. Curriculum Leaders, SEND co-ordinator, designated Safeguarding lead and other stakeholders to personalise any intervention or action needed where there is a cause for concern with an individual or group of students.
8. To monitor student attendance and identify trends regarding absence rates and persistent absenteeism and lead on actions to ensure good attendance by all.
9. To take appropriate action and implement strategy to engage students in school life and minimise absence from school.
10. To support administration of delivery of extra-curricular and enrichment activities for Sixth Form students.
11. Take an active role in the Head Girl Team and Sixth Form events.
12. To ensure thorough pastoral provision that students feel safe and supported within school.
13. Facilitate and support the provision of a careers programme to the students including outside speakers and work experience.
14. To support all students in their transition from Sixth Form to their next step. This will include applications to universities through UCAS, to Apprenticeships, other educational establishments and the world of work.

Leadership and Management

1. To have an overview of the different care and guidance for students' e.g. SENCO, teaching assistants, external agencies etc.
2. To initiate and respond to communications with parents ensuring that they are kept fully informed and involved in the progress of their daughter.
3. To contribute to the organisation of any parent information evenings by encouraging and monitoring parent attendance to such events.
4. To monitor student attendance and punctuality on a weekly basis and to take all the appropriate steps to ensure that attendance and punctuality of students in the year group are at the highest levels.
5. To contribute to the management of key school events; for example, be present on and around exam results days, induction, outings, extra-curricular and social events as relevant.

Administration

1. To maintain individual student records as necessary and ensure that they are kept up to date.

2. To oversee transition and 'in year' admissions for new students. This will include liaising with the member of staff responsible for admissions, meeting potential students and parents and in conjunction with key staff organising timetables and setting.
3. To monitor the settling in of new students.

Specific Accountabilities – Year 11-12

1. To play a full part, in conjunction with Year 11 and the Head of Sixth form in the marketing and transition of yr11students to year 12.
2. To oversee the transition and settling in of year 12 during the autumn term.
3. To play a full part in GCSE and A' Level examination results weeks during the summer period and at the sixth form open evening(s).

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 values, 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

 <p>Enfield County School for Girls Learning Today – Leading Tomorrow</p>	<p>Enfield County School for Girls Person Specification Progress and Achievement Leader (non-teaching)</p>
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	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Evidence of commitment to further CPD. 	<ul style="list-style-type: none"> Qualified Teacher Status
Experience	<ul style="list-style-type: none"> Highly effective Middle Leader Highly effective behaviour management skills. 	<ul style="list-style-type: none"> Pastoral work at ECSfG or elsewhere
Knowledge and Skills	<ul style="list-style-type: none"> Ability to analyse data, formulate strategies for improvement and track progress Ability to work collaboratively and supportively with colleagues within the organisation Ability to identify key areas for improvement and plan appropriate action Ability to monitor the quality of learning and identify concerns Ability to present to an audience of students, parents/carers, staff. 	<ul style="list-style-type: none"> To have been an effective Form Tutor Ability to work collaboratively and effectively with external agencies and colleagues from other schools
Personal characteristics	<ul style="list-style-type: none"> Excellent communicator Ability to de-escalate situations and deal effectively with challenge and conflict High expectations and standards Highly organised Manage time effectively Ability to meet deadlines Stamina and enthusiasm Commitment to a comprehensive and inclusive school environment and the pursuit of excellence Support the ethos of the School Flexibility to deal with the unexpected Interest in pastoral work Confident demeanour to deal with sensitive issues with students, staff and parents. 	<ul style="list-style-type: none"> Ability to prioritise and allocate resources
Safeguarding	<ul style="list-style-type: none"> Commitment to the protection and safeguarding of children and young people Values and respects the views and needs of students Ability to evaluate health and safety risk to oneself and others, and take action when needed A commitment to attend Child Protection training to ensure statutory requirements are met. 	<ul style="list-style-type: none"> Up to date knowledge of relevant legislation and guidance in relation to working with, and protection of children and young people

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)

