

QUEEN ELIZABETH'S HIGH SCHOOL

11-18 Mixed Grammar School

Headteacher: Mr David Allsop, BA(Hons) MSc NPQH



Vacancy Information Booklet

Head of Mathematics

1st September 2020 start

Full-time/permanent
TLR1b (£9,943 per annum)

Closing Date: Midday on Tuesday 4th February 2020

Inside this booklet you will find information about QEHS, more details about the vacancy, a detailed job description, as well as information about how to apply.



Artsmark
Platinum Award
Awarded by Arts
Council England

Morton Terrace · Gainsborough · Lincs DN21 2ST ·

. Tel (01427) 612354 ·

Website: www.qehs.lincs.sch.uk Email: office@qehs.lincs.sch.uk



THE SCHOOL

Queen Elizabeth's High School is a school where children can grow and develop into successful young adults who are equipped with the knowledge, skills and qualifications to follow their dreams and aspirations. Qualifications are a key element of that success and our past results at both GCSE and A level speak for themselves; we are regularly listed in The Times top 200 schools list. However, education is more than that, and here at QEHS we provide a safe environment in which young people can grow and learn who they are, what interests them and who they would like to be in the future.

Intellectual curiosity is encouraged, as is scholarship. Our House system encourages healthy competition as well as developing team-work and leadership. It also forms the basis of our pastoral support and all students are allocated a House when they enter in Year 7.

At QEHS we are proud of our heritage but are always looking forward, embracing changes which will benefit our students both now and in the future.

QEHS is very much a local grammar school and we are pleased to have made the positive choice to remain with the Local Authority. This allows us to continue to work both within our immediate locality and also more widely across the Counties that surround us, providing outstanding education and aspiration to the young people of Gainsborough and its surrounding villages and towns.

The governors, staff, parents and students all created our School Aims which are as follows:-

- *At Queen Elizabeth's High School we aim for high standards in all we do.*
- *We strive to fulfil the potential of each student. We set out to develop knowledge, understanding, skills and values and we encourage endeavour and achievement of all kinds; academic, sporting, artistic and personal.*
- *We aim to achieve this through a carefully planned, broad education in which enthusiastic teachers use a variety of teaching styles in activities inside and outside the classroom. We work hard to involve students and parents in responsibility for learning. Staff set themselves high standards and expect the same from students. All members of the QEHS community are encouraged to contribute to the whole and from that gain a genuine sense of belonging.*
- *We aim to maintain a friendly and caring atmosphere in which students and staff share a mutual respect. We expect responsible behaviour from students; they can expect fair treatment from staff. We intend to keep parents and students fully informed about our policies and achievements and to listen to their views.*
- *When they leave Queen Elizabeth's High School we want students to be well-balanced adults, inspired to continue their learning and able to contribute positively to society. We recognise that school provides a solid and firm foundation upon which students build their lives. As such we focus on traditional values set in a modern-day context.*
- *Queen Elizabeth's High School is committed to the highest possible standards of child protection.*

Staff appointed to the School would need to be comfortable with these aims and reflect them in their work. Existing staff are generous in giving of their time to support individual students and activities outside the classroom.

The selection criteria for student admission to QEHS in Years 7-11 benefits children of staff who have worked at our school for more than two years, or who are recruited to fill certain key posts such as this one. See the full Admissions Policy on our school website (www.gehs.lincs.sch.uk) .

THE VACANCY

We are seeking to appoint an enthusiastic and inspirational teacher to lead our committed and successful Mathematics faculty at QEHS.

The Mathematics faculty will have a staff of nine teachers. The current Head of Maths is Mr Nigel Bowler and Mrs Julie Hopkinson and Mr Nathan Verran are jointly second in charge of the faculty. The majority of the teaching occurs in a specialised set of rooms, all of which are equipped with interactive whiteboards. The department is well resourced with text books, software and other equipment.

Students are taught in tutor groups in Year 7. In Year 8 each half Year is sorted by mathematical ability into three sets and in Year 9 there are 7 sets across the whole Year. In Years 10 and 11 each half Year is sorted into 4 sets.

At GCSE we enter almost all of our students at Higher level. In recent years all of our students have achieved 4 or better in Maths and 40-50% have achieved a grade 7 or better.

In the sixth form there are usually four A Level mathematics groups and one Further Mathematics group. The students follow the AQA specification.

The faculty enters students for UKMT Junior, Intermediate and Senior challenges, and has a programme of enriching activities for students.

We would expect the successful candidate to play a role in teaching the full age and ability range available at this selective school.

The successful candidate will be capable of enthusing and motivating able students and will use a wide variety of teaching and learning styles. They will be a team player who is willing and able to contribute to the success of the faculty.

The successful applicant will also be expected to fulfil the role of form tutor.

Candidates should find the job description enclosed in this booklet useful in describing the work expected of the successful applicant.

JOB DESCRIPTION

Head of Faculty

Background

QEHS has a distributed leadership model of leadership. This model looks to give senior and middle leaders genuine capacity to lead within the compass of their particular areas. Distributed leadership in a school should be centred on Teaching and Learning.

Principles

The Head of Faculty should bear the same weight of accountability and responsibility in their own faculty area as those that the Headteacher bears for the whole school.

Fundamentally the Head of Faculty should ensure that the standard of Teaching and Learning are of the highest calibre. This will result in high levels of achievement.

Being accountable for something means that you must account to the governors in a school setting for the outcomes. Accountability cannot be shared.

Being responsible for something is about taking on a project or task and taking responsibility for it.

Responsibility can be shared. In a school a project could be 100% 9-5 at GCSE this year.

The HoF will be supported in their role through Line Management.

Responsibilities and accountabilities

The Head of Faculty is expected to work with the Leadership Team to help set the strategic direction of the school. They are also expected to uphold the ethos of the school and support the Leadership Team in setting and maintaining that ethos, including the development and implementation of whole-school policies, procedures and practices. The Head of Faculty will also carry out the role of subject teacher and tutor. The HoF will constantly critically evaluate the work of the Faculty, collecting and collating suitable evidence to inform their judgements.

Accountabilities

The Head of Faculty is Accountable to the Headteacher

The Head of Faculty should be able to account for:

- The progress of all students studying the subjects in their faculty at all levels
 - All students should achieve their target grade or level. The HoF will be expected to account for underachievement and be able to explain what actions were taken to support students who have underachieved
 - The HoF will be expected to know the progress of all students using Common Assessment data across their faculties.
- The quality of teaching in the subjects within their faculty
 - This will be a critical evaluation of the quality of teaching.
 - Teaching includes planning, marking and assessment
- The quality of the curriculum
 - The curriculum should;
 - Meet current statutory requirements
 - Be suitable for the full range of our selective cohort

- Include planned assessments points
- The quality of leadership of the subjects within their faculty
 - The HOF should ensure that the leaders of subject within their faculty are carrying out their responsibilities fully

Notes: The Head of Faculty is not expected to remember all of the information required, but should have suitable records to support them. Where 'all students' is used there is an expectation that sub groups and vulnerable groups of students will be included.

Responsibilities

The Head of Faculty is responsible for;

- Setting the strategic direction of the faculty
 - This will involve horizon scanning to understand future educational developments and ensuring that students at QEHS can maximise their chances and opportunities in the future.
 - Critical evaluation of the work of the faculty as part of the faculty review process
- The smooth day to day running of the faculty and the departments within it
 - For example
 - Organising faculty and departmental detentions
 - Organising rooming and appropriate staffing
 - Maintaining a faculty budget where appropriate to support teaching and learning
- Ensuring that all appropriate subject based administrative tasks are completed
 - For example
 - Exam entries
 - Maintaining departmental and faculty assessment records
 - Maintaining appropriate records such as teaching observations, student monitoring
- The learning environments in the classrooms where the subjects are taught
 - This should include
 - Displays
 - Equipment etc to support teaching and learning in the subjects areas
- Staff CPD and Appraisal

Consequences

A Head of Faculty who meets the requirements of the role will be recognised as continuing to make a positive contribution to the learning experiences of the students as well as helping to move QEHS forward as a school.

Should a Head of Faculty fall below the standards we expect then they will be considered to be a 'teacher experiencing difficulties' and will fall under the Appraisal and Capability Policy process. Appropriate support will be made available in order to help the Head of Faculty attain the expectations of the school.

JOB DESCRIPTION

Subject Teacher

In general terms, a Subject Teacher should:

- Fulfil the generic duties and responsibilities for teaching set out in the Teachers' Pay and Conditions document.
- Consistently meet the standards for teaching as outlined in the National Standards for teachers.
- Implement the overall aims, objectives and policies of the department as outlined in the relevant handbook and schemes of work.
- Be aware of the potential and individual needs of students, ensure that students know these too and set appropriate learning targets and activities.
- Help students to think critically, to communicate effectively and to be responsive to the ideas of others.
- Encourage students to develop their own ideas and to be responsible for their own learning.
- Recognise the need to promote links across the curriculum where appropriate.
- Participate in appraisal arrangements in accordance with current statutory arrangements and School Policies.

The subject teacher will be responsible to the Head of Department who will monitor progress, direct the use of gained time where this responsibility is delegated by the Headteacher and give support.

More specifically, the subject teacher should:

- Prepare lessons thoroughly and undertake assessment and evaluation as necessary; use this knowledge of students' work to inform teaching.
- Use a wide variety of teaching strategies.
- Keep appropriate records, write reports and attend Parents' Consultation Events.
- Attend team meetings and INSET meetings (part-time equals pro-rata by negotiation with the line manager).
- Contribute to schemes of work by sharing ideas, preparing shared material, updating existing material and assuming responsibility for interpreting aims and objectives.
- Be aware of the requirements of public examinations and prepare students for them.
- Help students to make the transition to GCSE and then to sixth form work.
- Fulfil special responsibilities within the team as agreed with the Head of Department.
- Ensure that professional development is a continuing process. That, in addition to keeping up to date with developments in the specialist subject, wider curriculum skills e.g. computer literacy, is also updated.
- Be aware of and adhere to standards of health and safety.

JOB DESCRIPTION

Form Tutor

A Tutor is responsible to the Headteacher via the Head of House* and Deputy Headteacher (Students and Welfare) and has a crucial role to play in setting the standards of attainment and behaviour which we expect within the school.

A Tutor will

- Support the welfare, behaviour, academic performance and participation in school life of each individual student in a tutor group. Specifics will vary slightly from year group to year group.
- Monitor the punctuality and attendance of students by taking the register at the stated time and completing it in line with statutory and school requirements. Refer concerns and patterns of absence immediately to Head of House*.
- Promote the observation by the tutor group of uniform or dress code requirements.
- Regularly monitor the use of student planners checking each planner no less frequently than fortnightly.
- Where appropriate, oversee arrangements for the collection of homework.
- Ensure appropriate standards of tidiness and behaviour in the tutor room and ensure that the tutor room is ready for use as a teaching base after each registration period.
- Mentor, support and guide students in a tutor group and assist them with options and careers guidance (Yrs 12 & 13 – UCAS and complementary activities).
- Liaise with parents via reports and attend consultation events when appropriate.
- Assist in the implementation of year activities, such as fund-raising and House activities.
- Assist in the planning and delivery of the tutorial programme, including the PSHE elements within it.
- Take part in school administration as it affects the tutor and year group; oversee communication via the form notice board.

A Tutor will meet regularly with the Head of House or Head of Sixth Form.

HOW TO APPLY

The closing date for this vacancy is midday on Tuesday 4th February 2020.

Potential applicants are welcome to telephone (01427 612354) if they have any questions about the post. Please complete and sign the Lincolnshire County Council Standard Application Form (available on our website). A letter of application can be submitted to accompany the formal application form which must be succinct, limited to one side of A4 paper and is an opportunity to explain how you believe your own experience equips you for the post and also for you to outline how you would approach this new role at QEHS.

Completed applications should be submitted by email to recruitment@qehs.lincs.sch.uk **by midday on Tuesday 4th February 2020.**

We will contact your referees for a reference before the interviews and, for shortlisted candidates, the references will be taken into account in deliberations at the conclusion of the final panel interviews.

Candidates are required to bring to interview evidence of all relevant qualifications listed on their application as well as certificates for A Level, degree, teaching and other qualifications acquired. Please also bring proof of identity, including at least one item of *photographic* evidence (current passport or new style UK driving license with associated counterpart licence). A list will be provided detailing which documents can support your application. Please be aware that at least one document should include your National Insurance number.

Queen Elizabeth's High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check.

Queen Elizabeth's High School is committed to equal opportunities and staff development. Our policy is to ensure that no job applicant or employee receives less favourable treatment because of race, colour or nationality, sex, marital status, religion, disablement or criminal record (QEHS policy 17a). Members of staff are expected to set a good example in their appearance and smart office dress is a good guide for all staff.

Selection criteria and procedures will be frequently reviewed to ensure fair treatment and efficient selection. Successful applicants will be provided with access to the Staff Handbook in plenty of time to prepare for their new post. We are always happy to see new staff in school if they are able to visit us for preparation before taking up their appointment. There is an induction programme for new staff.

QEHS and Lincolnshire Children Services are committed to the highest standards of child protection staff development

THE TOWN



Gainsborough is situated in the north of Lincolnshire on the banks of the River Trent, the County's western boundary. It is within easy reach of the A1 and is Britain's most inland port, with a population of just under 20,000. Gainsborough's Old Hall, a fifteenth century manor house, is a local tourist attraction and, though it sits in a generally agricultural district, the town has both light and heavy industry.

Education in Lincolnshire schools is uniform to the end of the primary phase, but there is a range of good schools in the secondary sector, varying from selective to comprehensive. There has been more than the national average of academy conversions over the past few years. In the Gainsborough area, there are a number of very good primary schools; in the secondary sector, as well as Queen Elizabeth's High School, there is The Gainsborough Academy (TGA), an 11-16 non selective school.

MORE ABOUT OUR SCHOOL

We have a thriving extra-curricular program in which almost all students take some part throughout the year. It includes wide-ranging house competitions from music, through cooking to drama, art and chess.

Students in all key stages are offered opportunities to visit France, Germany and Spain. There is a thriving German exchange programme for Year 10 and the 6th Form.

We have a full and growing international dimension to our offer which includes links with schools in China and Tanzania with regular exchanges of students and staff.

Each year the School holds an Inter-House Debating competition sponsored by the local Rotary Club. Winners go through to the 'Youth Speaks' competition in Lincoln.

Every two years the Geography department organises a trip for some students to Iceland