

QUEEN ELIZABETH'S HIGH SCHOOL

11-18 Mixed Grammar School

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



Vacancy Information Booklet

Teacher of Law

Temporary Maternity Cover

To start between 15th and 25th November 2019

Closing Date: Midday on Monday 23rd September 2019

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 teacher of law to cover a period of maternity leave.

This is a high performing school. The successful candidate will join a Law Department that has consistently attained strong results in the school at A2 and AS and where value added measures show that students make significantly more progress than they would in other schools year after year. The Law Department has won several commendations from the Good Schools Guide for the quality of its teaching and learning. We are looking for a candidate who would aspire to maintaining these kinds of standards.

The department consists of one part time member of staff; Miss Rachael Wade (teacher in charge of law), teaching three law groups – 2 groups in Year 12 and one group in year 13, and the students are taught in fourteen 50 minute lessons over a two week period. Class sizes currently range from 9 – 18 students.

The post is for a temporary, part time teacher of law. It is anticipated that the maternity cover will start between 15th and 25th November 2019.

Currently the department is well resourced. A set of teaching notes, power-point presentations and activities has been produced for each area of the specification which would be made available to the successful candidate along with the core textbooks for the exam board. Students are provided with study booklets for each topic which accompany these resources, and provide a structure for teaching and learning through the course. Background reading material is available for all areas of the specification, along with a range of DVDs. The School Library and the Sixth Form study room both contain a good selection of resources (including legal fiction) and students are actively encouraged to read widely around, and within, topics. Students are encouraged to attend lectures and conferences where appropriate.

The students have regularly competed in national law competitions such as the National Bar Mock Trial Competition and the Legal Apprentice competition hosted by Kingsley Napley Law Firm. A number of students go on to study law at university each year, and as such they are well motivated and enjoy assisting in, for example, law TV clubs, visiting the courts and keeping the notice boards up-to-date with breaking legal news.

We anticipate that this temporary vacancy will be circa 0.6 FTE with Tuesdays and Fridays off.

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

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 Monday 23rd September 2019.

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@gehs.lincs.sch.uk **by midday on Monday 23rd September 2019.**

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 asked 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 document 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 staff development. The school is an equal opportunities employer. 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 or disablement. 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