

Queen's Gate

APPLICANT INFORMATION

VICE PRINCIPAL

COMMENCING SEPTEMBER 2023

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QUEEN'S GATE SCHOOL TRUST LTD
REGISTERED CHARITY NO. 312724



WELCOME FROM THE PRINCIPAL



Welcome to Queen's Gate School, and thank you for taking the time to review our application pack.

Queen's Gate is a happy, bustling GSA school for girls aged 4-18. Located in South Kensington, London, we are ideally placed to take advantage of the many educational opportunities on offer nearby. We are a close-knit community of around 500 pupils, and are proud of our light-hearted atmosphere, where we promote individuality, authenticity and creativity. Our intake is broad, and we pride ourselves on valuing each girl for her own gifts and talents. Our pupils leave us to a range of higher education institutions across the UK and abroad, and the breadth of their chosen degree courses speaks to our success in fostering our pupils' interests across the academic spectrum and beyond.

We encourage all our girls to be bold in their dreams and to seek to exceed their potential. We are firm in our belief that to do so, our girls must feel happy and secure, and so as a School we aim to

provide a warm, supportive environment in which our girls can grow, explore and aspire.

Likewise, we are committed to offering a workplace where our staff can develop their skills and advance in their careers. We have a generous CPD budget, and encourage networking with colleagues at other GSA schools. A number of our staff serve as governors for other schools, which we are also pleased to facilitate.

We hope the information supplied in this pack will leave you keen to come and be part of all that makes us such a special place. We are a school where our hard work is underpinned by good cheer and genuine camaraderie, and we would be delighted to receive your application to join us.

With warmest wishes,

Amy Wallace
Principal

ABOUT US

Queen's Gate is located on Queen's Gate itself, inhabiting five of the iconic Victorian terraces: three are mostly used by the Senior School, while the remaining two are given over to the Junior School; however, there are many shared spaces and a constant flow of pupils and staff between the two buildings. Although we do not have much outside space of our own, we are spoilt by what the local area offers. Girls make regular visits to the nearby museums and Hyde Park, while sport takes place at a range of nearby leisure facilities, including the River Thames for rowing.

We are relatively diverse in the nationalities represented in our pupil and staff body, and are proud of the way this enriches the experience of all those within our community. Our standard entry points are 4+, 7+, 11+ and 16+. We follow a broadly English curriculum, culminating in GCSE and A Level examinations. Our pupils leave us for universities across the UK, including Oxbridge and other Russell Group institutions, as well as looking further afield; we have alumnae studying in Canada and the US, including at a number of Ivy League colleges.

Queen's Gate was founded in 1891, and today we educate around 500 girls: 130 in the Junior School, and 370 in the Senior School, including around 70 in the Sixth Form.



ABOUT US (continued)

Queen's Gate's stated aims are to create a secure, happy, yet stimulating environment in which each girl can realise her academic and personal potential.

Our intake is relatively broad, and we are exceptionally proud of the results our girls achieve; in 2022, we were fourth in the country for value-added scores. We have pupils performing at the highest levels in Music, Drama and Sport. Currently, we have girls competing internationally in Fencing, Volleyball and Athletics, another playing in the National Youth Orchestra, and one in the National Youth Theatre. We have an extensive programme of enrichment activities, as well as a plethora of trips to destinations in the UK and abroad.

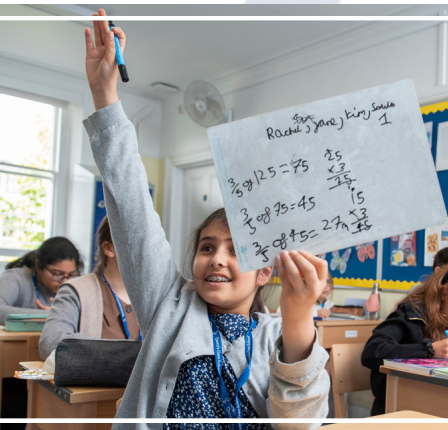
Our ethos is one of celebrating each girl as an individual, and allowing her to explore her own interests and gifts. We facilitate this through our extensive academic curriculum (we offer 28 subjects at A Level) and a higher-than-normal amount of choice at GCSE. Scholarships are awarded for academic merit but also to those demonstrating exceptional talent in, and dedication to, Sport, Music, Drama and Art. The School is committed to widening access, and offers a number of means-tested bursaries.

We place great emphasis on the importance of pupils' happiness and wellbeing, which we support through outstanding pastoral care, our extensive co-curricular programme and an open determination to inject fun wherever possible. Our girls have no uniform, and our dress code allows them enormous scope to explore their own sense of style and to come to school feeling comfortable and confident in what they are wearing. Girls have many opportunities to provide feedback or present their own ideas, particularly in terms of charity events, which are a regular feature.

The Senior Management Team currently comprises the following staff members:

- Principal
- Bursar
- Director of Curriculum
- Director of Junior School
- Director of Pastoral Care
- Director of Teaching, Learning and Assessment

Our Board of Governors maintain regular contact and incorporates professionals from a range of fields. We are also fortunate to benefit from a strong and supportive PTA.



THE ROLE



Following her arrival in September 2022, the Principal seeks to reintroduce the role of Vice Principal. The successful candidate will serve as her second-in-command, working closely with her to maintain the smooth operational running of the School, and support her on a range of projects as we look forward to the next phase of Queen's Gate's development.

This post will be crucial to the success of Queen's Gate in the coming years, and we seek applications from education professionals who will bring drive, motivation and a commitment to excellence. It is expected that the successful candidate will already possess leadership experience, as well as outstanding classroom management skills. Adaptability, a readiness to operate as part of a team, and an appetite for hard work are all essential. Finally, we hope for someone who is able to maintain good humour in the face of a challenge and fully inhabit the cheerful ethos of the school. It is expected that the successful candidate may wish to proceed to headship in due course, and Queen's Gate would be pleased to support them in their pursuit of that goal.

The draft job description is outlined below; however, we would welcome applicants with a range of interests and specialisms, and the final role

specification will be determined in conversation with the successful candidate. The Vice Principal will be expected to undertake a small amount of teaching. The role may include:

- Oversight and leadership of all operations, including all major School events, communications (both print and digital), calendar planning, events logistics, INSET arrangements
- Line management of a range of middle leaders
- Leadership of our staff induction programme and staff wellbeing provision
- Working closely with the Principal, oversight and development of the School's brand and marketing, including representing the School at external events
- Contribute to the development of INSET, including delivering sessions as appropriate
- Working closely with the Principal to ensure inspection readiness
- Working as part of the SMT to contribute to the development and delivery of whole-school strategy
- Working in committee with the School Governors
- Deputise for the Principal in her absence
- Leading by example to embody the School's ethos and maintain our high standards of academic provision, pastoral care and positive, cheerful atmosphere

While this role is intended to be full-time, Queen's Gate is an inclusive employer and would be interested to hear from suitably qualified applicants who would wish to work on a 0.8/80% basis.

THE PERSON

Professional Experience & Competencies	Essential	Desirable	Method of Assessment
Understanding of, and commitment to, Queen's Gate's ethos and aims	●		Interview
Experience of delivering high quality teaching and learning, with a track record of achieving strong academic results	●		Interview Letter References
Advocate modern and innovative teaching and learning	●		Interview Letter References
Middle leadership experience, e.g. as Head of Department or Head of Year	●		Interview Application form Letter
Senior leadership experience		●	Interview Application form Letter
Understanding of strategic planning, with experience of instigating and implementing change	●		Interview Letter References
Experience of working with a governing body		●	Interview Letter
Proven ability to form strong working relationships with all stakeholders	●		Interview Letter References
Commitment to equity, diversity and inclusion	●		Interview References
Experience of working in a through-school		●	Interview Application form
Knowledge of current educational practice and developments	●		Interview Letter
Strong ICT literacy, including digital learning strategies	●		Interview In-tray exercise



Strong communication skills, including public speaking	●		Interviews In-tray exercise References
Outstanding quality of written communication	●		In-tray exercise Application form Letter
Awareness of ISI Regulatory requirements, including Health & Safety	●		Interview
Experience of serving as an ISI or Ofsted inspector		●	Interview Application form
Awareness and understanding of safeguarding practices, including the ability to form and maintain appropriate relationships with children and young people	●		Interview References
Awareness of GDPR and understanding of its application in an educational context	●		Interview
Willingness to undertake appropriate training to develop professional knowledge and skills	●		Interview References Application form
Highest standards of professionalism, especially in terms of relationships with other staff, punctuality and attendance	●		Interview References

THE PERSON (continued)

Qualifications	Essential	Desirable	Method of Assessment
A good honours degree	●		Appropriate original certificates
A teaching qualification	●		Appropriate original certificates
Higher degrees/relevant qualifications		●	Appropriate original certificates



Personal Characteristics	Essential	Desirable	Method of Assessment
Openness to change and innovation, and an appetite to contribute to school developments	●		Interview Letter References
Enthusiasm and energy	●		Interview References
Self-motivation and commitment	●		Interview References
Flexibility, tenacity and resilience	●		Interview Letter References
Ability to seek and take advice	●		Interview Letter References
Readiness to collaborate, listen to others' opinions and seek and take advice	●		Interview Letter References
Strong emotional intelligence, including patience, empathy, diplomacy and discretion	●		Interview References
Excellent personal presentation	●		Interview
An understanding that this role will involve commitments outside of the normal school day (e.g. evening/weekend events) and the capacity to fulfil those commitments	●		Interview Letter References
Sense of humour	●		Interview References

APPLICATION PROCESS

Queen's Gate is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post is exempt from the Rehabilitation of Offenders Act 1974. The School is therefore permitted to ask shortlisted applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the Disclosure and Barring Service ("DBS") filtering rules) in order to assess their suitability to work with children.

The School may carry out online searches on shortlisted applicants, for which all such applicants will be required to provide details of their online profile, including social media accounts, as part of their application. Prior to employment commencing, successful applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the DBS.

Successful applicants will also be required to produce evidence of qualifications, identity, and the right to work in the UK. Two references will be taken up, one of which will be with the most recent employer. They will also be required to complete our Health Questionnaire.

All those working at Queen's Gate share in our responsibility to safeguard and promote the welfare of the children and young people in our care. This will include completing regular training and maintaining a good awareness of key policies and procedures relating to our safeguarding duties. Where a role has specific or additional responsibilities in relation to safeguarding, this will be detailed within the job description.

All candidates are also requested to complete an online Equal Opportunities Monitoring Form. This can be found at the end of our application form. The form will be separated from your application on receipt. The information on this form will be used for equality monitoring purposes only and will play no part in the recruitment process.

Queen's Gate School is committed to ensuring that all job applicants and members of staff are treated equally, without discrimination because age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. We welcome applications from all sections of the community.

To apply for this role, please complete our application form which can be found on our website: www.queensgate.org.uk/about-us/employment-opportunities

Please return a completed application form, along with a covering letter to the Principal, to recruitment@queensgate.org.uk

The closing date for applications is **4pm GMT on Monday 13 February**, and the first round of interviews will be held in the week commencing Monday 20 February. Interested applicants are welcome to contact the school to request a preliminary visit and meeting with the Principal.



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