

Queen Elizabeth Grammar School Penrith



**Application pack for
Second in English**

Queen Elizabeth Grammar School Penrith

Ullswater Road, Penrith, Cumbria CA11 7EG



Telephone: 01768 864621
reception@qegs.cumbria.sch.uk
www.qegs.cumbria.sch.uk

Headteacher: Paul Buckland M.A.

May 2017

Dear Candidate

The post becomes available as a result of the retirement of the previous post holder.

We are looking for someone who is passionate about English and is able to teach across Key Stages 3-5.

Before applying please have a look at our website www.qegs.cumbria.sch.uk, which I hope will give you a taste of the ethos and atmosphere of the school.

I look forward to receiving your application.

Yours faithfully

A handwritten signature in black ink, which appears to read 'P Buckland'. The signature is fluid and cursive.

Mr Paul Buckland
Headteacher



Queen Elizabeth Grammar School Penrith

A mixed selective academy
Roll: 872 including 237 in the Sixth Form
Ofsted: Outstanding in every category

Second in English

MPS / UPS plus TLR 2a Full Time

Required for September 2017

We wish to recruit a really enthusiastic Second in English. An infectious passion for the subject and the ability to inspire and challenge A Level students, as well as teaching KS3 and KS4 classes, are essential. We are looking for someone to join the leadership team in this successful department with the opportunity to make an impact on leading learning for our young people.

We are committed to safeguarding and promoting the welfare of children. The post is subject to an enhanced DBS check and satisfactory references.

Deadline for all applications: 12noon, Tuesday 16th May 2017

Application packs via TES, our website www.qegs.cumbria.sch.uk or from the Head's PA Mrs Caroline Richards secretary@qegs.cumbria.sch.uk

All applications to be submitted via TES.

Queen Elizabeth Grammar School Penrith

The English Department

The English Department consists of seven full time specialists and one part time, all of whom are well qualified and highly motivated practitioners. Some members of the department have teaching and leadership responsibilities elsewhere within the school.

Head of English	Mrs Susannah Cooke
Second in English	Mrs Jill Stewart (vacancy)
Teachers of English	Mr Adrian Frost
	Miss Pippa Reeves
	Mr Alistair Lambert
	Mr Paul Buckland (Headteacher)
	Mrs Jane Bagot (Head of Music - retiring)
	Mr William Purcell (part-time)

We have a range of experience within the department, and most of us have taught in both the comprehensive and grammar school system. We have an NQT, a RQT and at the other end of the scale some of us have held positions of responsibility elsewhere.

We are a friendly and supportive department who pride ourselves on our creative, yet rigorous approach to teaching. Students' enjoyment of English is readily apparent in lessons; language and literature in all their forms are relished and explored. The department enjoys a spacious staff room, and four dedicated classrooms. We are well-stocked with books and resources.

Current courses:

- Our own KS3 scheme of work progressing through Years 7, 8 and 9
- Year 10 and 11 students currently follow the Edexcel specifications for separate certificates in English Language and English Literature.
- At A Level we offer both English Literature (Edexcel) and English Language (WJEC). As a school we have moved to A Level being a single terminal assessment.

Students are taught in tutor groups in Years 7 and 8 (four form entry) and thereafter in five relatively broad ability sets (normally three large groups and two significantly smaller groups). The numbers of students opting for English at A Level varies from year to year. In the current Year 12 we have two groups studying English Literature and one English Language group.

Results over the last four years are as follows:

		2013		2014		2015		2016	
		A* - A	A* - C	A* - A	A* - C	A* - A	A* - C	A* - A	A* - C
GCSE	Language	24%	97%	38%	89%	44%	99%	53%	98.3%
	Literature	31%	99%	38%	99%	47%	100%	63%	98.3

Last year 82.6% of Year 11 made 4+ levels of progress in English.

		2013		2014		2015		2016	
		A* - B	A - E	A* - B	A* - E	A* - B	A* - E	A* - B	A* - E
A Level	Language	40%	100%	35%	100%	29%	100%	n/a	n/a
	Literature	48%	100%	71%	100%	50%	100%	53.8%	100%

Despite our northerly climes, Penrith has excellent transport links and we make the most of them. We frequently arrange visits to relevant study events and drama productions. In 2016/17 we ran theatre trips to see *Blood Brothers* in Newcastle, *Dr. Faustus* in Stratford and *King Lear* at the Barbican in London. We have a trip to Edinburgh and another to Howarth in the offing this term. When we cannot make it to live performances we go to see live screenings.

In the last three years we have entered the national 'Poetry by Heart' competition and have been county finalists in 2015 and 2017, with our successful students spending two days in Cambridge and London respectively, competing at regional level. We are keen to promote an extra-curricular aspect to our subject area. Currently we have teachers running a book club, a creative writing club and a literacy cafe. We have close links with the school library and whilst they run World Book Day, certain members of the department need little excuse to dress up for the occasion! We are also involved in extra-curricular activities outside of the department: one member of staff runs the Year 7 rugby team; another a hockey team; somebody else participates in the staff and student school orchestra and I help out with Duke of Edinburgh.

It is a time of change within English departments across the country with a new National Curriculum and sweeping change at GCSE and A Level. We await this summer's results with more than a little trepidation. And yet, four members of staff have joined the department in the last three years so evaluating our current practice and refocusing our priorities has seemed like a natural process. We were genuinely excited about many of the recent changes: the new National Curriculum is freeing and we have responded to it with a revamped Key Stage 3, preparing them for the greater demands at GCSE but also celebrating creativity and diversity in language and literature; the new-look GCSE suits many of our pupils' skills and we have been given more curriculum time to deliver its extensive content; and finally, the new Edexcel A Level specification has a huge choice of literature texts for us to get our teeth into!

This position has arisen due to the retirement of the current post holder and we are looking forward to welcoming a new member to our team. We are hoping that they will share our commitment and enthusiasm for the subject and want to go that extra mile for our students.

Susannah Cooke
Head of English

Queen Elizabeth Grammar School Penrith
Person Specification for Second in English

Qualifications

- Good Honours degree in English or close equivalent.
- Postgraduate Certificate of Education or equivalent teaching qualification.
- Secondary school trained.

CPD

- Clear track record of in-service training and evidence of or interest in management training.
- Enthusiastic to develop and extend further own teaching skills, subject knowledge and expertise.

Experience

- Experience of and/or affinity for teaching children of all abilities.
- Experience of teaching A Level English Language is desirable.

Teaching

- Passionate about teaching English in a dynamic and inspirational manner.
- Able to teach English throughout Key Stages 3 to 5.
- Willingness to contribute substantially to enrichment and extra-curricular activities.

Educational Philosophy

- Supportive of selection and an academic curriculum.
- Supportive of the aims of Queen Elizabeth Grammar School, which are:
 1. to build upon its tradition of academic excellence encouraging students to strive for the highest levels of achievement and to maximise their potential
 2. to take full advantage of its small numbers to provide a caring environment in which the individual pupil's personality and abilities are valued and fostered
 3. to provide an environment in which creativity, enterprise and initiative are encouraged, promoting social, artistic and sporting activities to develop pupils' interests and talents
 4. to do its best to ensure that pupils leave this school to embark upon higher education or employment confident in their skills and learning and fitted for useful, active citizenship
- Values the importance of developing the whole child through the provision of additional opportunities which enhance the curriculum.

Professional Skills

- Excellent classroom practitioner, able to inspire and motivate children to learn.
- Imaginative and creative approach to teaching and learning.
- Ability to use ICT effectively and at a high level in teaching, recording and reporting.
- Keen to participate in and develop high quality enrichment activities in all Key Stages.

Personality

- Out-going, confident, energetic and willing to be involved in all aspects of school life.

- Good personal organisation, ability to work under pressure and a sense of humour, which can be maintained even on a Friday afternoon when it has been a busy week!

Management Skills

- Able to help the Head of English to set high expectations and ensure consistency across all aspects of teaching and learning.
- Able to inspire other English staff in the teaching of English.
- Able to help the Head of English to promote effective communication within the department and with the rest of the school.
- Able to manage administrative work required.
- Able to lead on areas of teaching and learning development with staff.

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Job Description for Second in English

Salary: TLR 2a £2,704

Purpose of post: To work with the Head of English to lead, manage and develop the teaching of English, monitoring the teaching and learning of the subject and enhancing the teaching practice of staff who teach or are involved with the subject.

To whom responsible: Head of English

Generic Second in Department Responsibilities

1. To help create an environment in which morale is high, where there is a positive approach to teaching and learning and where the delivery of the subject is in line with the aims, policies and agreed new initiatives of the school.
2. To help ensure that appropriate departmental policies, schemes of work and resources are in place and implemented and that appropriate public examination courses are being followed.
3. To help support teachers of the subject in their preparation and teaching as well as in their classroom management.
4. To assess the quality of resources on the market and work with other members of the department to select and acquire those that are relevant and appropriate to ensure forward student progression; order, manage and monitor stock of consumables and resources available to department members and ensure their safe and appropriate storage.
5. To liaise with the school librarian to ensure there is an appropriate range of resources available in the school library to support student independent study.
6. To help ensure that new technologies and other resources are used effectively and where appropriate liaising with the Head of ICT and other specialists to exploit best practice.
7. To help ensure consistency within the department with respect to teaching and covering syllabus content.
8. To help ensure that the work and involvement of students within the subject is displayed and promoted in classrooms and on corridor display facilities.
9. To help ensure the achievement of pupils in the subject is recognised by promoting the use of department and school rewards systems.
10. To help co-ordinate the collection of pupil data on the main records database and analyse data, thereby monitoring pupil progress and identifying special needs and those who are gifted and talented and those who require intervention.
11. To help advise Y11 students about A Level options and Sixth Form students about appropriate university courses and career pathways specific to the subject.

12. To contact parents when necessary regarding pupil progress.
13. To organise appropriate visits, outside speakers, workshops, additional activities and visits for pupils to off-site events, and encourage participation in local and national competitions, which will enhance pupils' learning of the subject; liaising with SLT to ensure these are published well in advance on the school calendar and there is negotiation with other departments when students are taken off timetable.
14. To help carry out ongoing evaluation of the department's work, update the department's development plan and handbook on an annual basis and plan and monitor department budget spending in line with the development plan.
15. To help write entries for the school website, newsletter, Sixth Form handbook, options booklets and school prospectus, and organise relevant materials and presentations for open evenings, Sixth Form induction and Discovery Day.
16. To support the Head of English regarding exam entries as required.
17. To keep up-to-date on issues and best practice related to the teaching of English on a local and national level and disseminate information to members of the department as well as SLT where appropriate.
18. To ensure that the English classes of absent colleagues are set appropriate work.

Specific Responsibilities of the Second in English

The specifics of the role will be designed to suit the skills and abilities of the successful candidate. In the past, the second in department has had responsibility for a Key Stage.

Notes:

- (1) The above responsibilities are subject to the general duties and responsibilities contained in the School Teachers' Pay and Conditions document.
- (2) This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post-holder must follow the school's published Directed Time schedule.
- (3) This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Queen Elizabeth Grammar School Penrith

School Strategy

Vision

To prepare our students to succeed in tomorrow's world by providing a secure learning environment, a rigorous academic curriculum, high expectations, and best practice in teaching, learning and technology enhanced by wide-ranging extra-curricular opportunities and outstanding pastoral care.

Aims

1. The school aims to build upon its tradition of academic excellence. Pupils will be encouraged to strive for the highest levels of achievement to maximise their potential.
2. The school aims to take full advantage of its small numbers to provide a caring environment in which the individual pupil's personality and abilities are valued and fostered.
3. The school will provide an environment in which creativity, enterprise and initiative are encouraged. Social, artistic and sporting activities will be promoted to develop pupils' interests and talents.
4. The school will do its best to ensure that pupils leave this school to embark upon higher education or employment confident in their skills and learning and fitted for useful, active citizenship.

The Academy will do its best

1. To raise the standard of educational achievement of all students;
2. To ensure that every child enjoys the same high quality education in terms of resourcing, tuition and care;
3. To improve its effectiveness by continual review of the curriculum and organisational structure;
4. To provide value for money for the funds expended;
5. To comply with all appropriate statutory and curriculum requirements;
6. To maintain close links with institutions of higher education, business, industry and commerce;
7. To conduct its business with the highest standards of integrity, probity and openness.

