

# QUEEN ELIZABETH'S HIGH SCHOOL

11-18 Mixed Grammar School

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



## Vacancy Information Booklet

### Temporary Teacher of English

*From 16<sup>th</sup> April 2018 to 31<sup>st</sup> July 2018*

*Closing Date: 09.00 on Thursday 15<sup>th</sup> March 2018*

*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.*



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## **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. See the full Admissions Policy on our school website.

## **THE VACANCY**

This vacancy arises due to a short term gap in the English team. This is a part-time contract (0.933 FTE) and will run from 16<sup>th</sup> April 2018 until 31<sup>st</sup> July 2018.

### **The Post**

The successful candidate will be responsible for the delivery of English to students up to GCSE. Applicants should be able to demonstrate a high degree of practical skill and competence, ensuring that they adequately stimulate the exceptionally able students who attend the school.

### **The Team**

The English Department comprises eight full and part-time specialist teachers.

All members of the Department participate in teaching Years 7-11 with everyone usually having one or more GCSE groups. We hope to provide all teachers with the opportunity of sixth form work if they wish.

All pupils work towards both AQA English and English Literature at GCSE. At 'A' Level we have courses in English Literature and English Language and Literature, with AQA.

Years 7, 8 and 9 are taught in their normal form groups with numbers at around 32 per class. In Year 10 we introduce setting by ability which continues into Year 11. Group sizes are smaller at GCSE.

Sixth form classes have 5 or 6 lessons per week (there are currently four groups in Y12 and four groups in Y13).

The department is well provided with accommodation which is suited together in a new purpose built block. Each teacher usually has his/her own teaching room. In addition, we have the use of a performing arts centre and the support of a very well-stocked library. The faculty has a good and improving book stock in addition to this library resource. Year 7 and 8 classes have timetabled Library lessons.

The department is involved in a wide variety of extra-curricular activities including drama clubs and public speaking (where we are particularly strong), with regular successes in the Rotary "Youth Speaks" competition.

We have organised visits into school from theatre-in-education companies, poets-in-residence etc. and we arrange frequent theatre visits, usually to Nottingham, Leeds, Sheffield and London. Each year the whole of Year 9 is involved in the production of a broadsheet newspaper on Newspaper Day. We also run an annual four day World War One poetry trip to France.

Ours is a very professional, hard-working faculty, valuing both tradition and innovation and maintaining high standards. Drama and oral work are excellent. We have a strong emphasis on literature throughout the school and we have a successful balance between active learning and more formal teaching styles. If you join our department you'll find us lively, enthusiastic and supportive.

### **The Department**

Mrs Faye Clarke	Head of English
Mrs Kelly Regan	Assistant Head of English
Ms Carolyn Deighton	Assistant Head of English /Literacy
Mrs Karen Marshall	Responsibilities in school Library
Ms Linda Jones	
Ms Jade Hickin	
Mrs Nadia Daubney	
Miss Natalie Kell	

# **JOB DESCRIPTION**

## **Subject Teacher**

In general terms, a Subject Teacher should:

- Fulfil the generic duties and responsibilities for teaching set out in the T.P.C.D.
- 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 from KS3 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.

Reviewed June 2016 DAA

# **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

- Monitor 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.

Reviewed June 2016 DAA

## **HOW TO APPLY**

The closing date for this vacancy is 09.00 on Thursday 15<sup>th</sup> March 2018.

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) – or submit an application through the TES portal system. Accompany the completed form with a succinct letter of application – one side of A4 maximum. This letter should explain how you believe your experience to date equips you for this post, and outline some of your ideas on how you would approach the job at QEHS.

Completed applications should be submitted by email to [recruitment@qehs.lincs.sch.uk](mailto:recruitment@qehs.lincs.sch.uk)

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.

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.

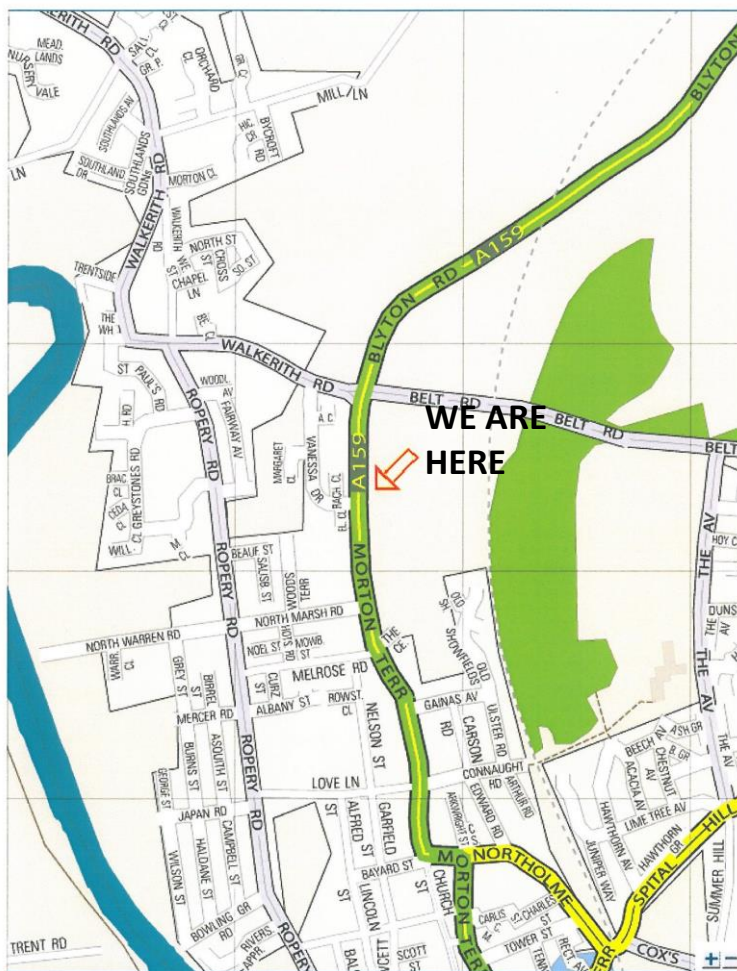
Candidates are asked to bring to interview certificates as evidence of A Level, degree, teaching and other relevant qualifications as well as proof of identity. Please bring at least one item of *photographic* evidence, e.g. current passport or new style UK driving license with associated counterpart licence; either a full birth certificate or marriage certificate and one item of *address-related* evidence, e.g. utility bill or a bank credit/mortgage statement containing your name and address. Please also bring evidence of your National Insurance number.

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 and full support for NQTs.

**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, an 11-16 non selective school, and an annex of Lincoln College.

## **MORE ABOUT OUR SCHOOL**

Over 200 students take part in organised drama in school, either in the School Play, House Drama Competition or Drama clubs.

Every year, selected students from Years 8 and 9 take part in 'Challenge Plus!' – a whole day of activities for the most able.

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.

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.