



Head of Mathematics from September 2018

The School

Queen Elizabeth's Grammar School was founded in 1509. A former Direct Grant Grammar School, it now caters for 1100 students and has plans to expand to 1300 students. The QEGS family currently consists of the Primary School (ages 4-11), Senior School, (11-16) and Sixth Form (16-18). The School is fully coeducational.

Since the demise of the Assisted Places Scheme we gradually became a smaller school and although what we did was good we decided that an alternative model would be better for securing our future and enabling us to remain true to our roots as a school for pupils and students of diverse backgrounds without charging fees. Thus we became a Free School in September 2014. This means the school will expand to its former size of 1300, creating many opportunities for increasing the breadth of our curriculum and extra-curricular activities. Our ethos remains the same: a commitment to high aspirations for all and educating pupils and students so they become well-rounded, confident individuals who will go on to make a positive contribution to society.

The school enjoys a reputation for academic excellence. It continues to draw pupils and students from a wide area of north and east Lancashire. A number of students proceed to the universities of Oxford and Cambridge, and almost all the Year 13 students go on to university.

Equally, the school remains committed to a wide range of extra-curricular activities. Facilities are excellent, including a large sports hall, swimming pool and Sixth Form Centre. Investment in whole school ICT has been particularly generous in recent years, including the replacement of all classroom PCs, upgrading of the wired network and servers, installation of a wireless network and the introduction of wireless devices in the Primary School. In 2008 the Holden Science laboratories were completely refurbished and all three sciences were brought under one roof. At the same time the Mathematics Department moved into its own dedicated and upgraded area, with its own ICT laboratory. In the Primary School, a new science laboratory was opened in 2005 whilst an ICT suite, opened in 2006. In 2011 we completed, in partnership with the Football Foundation, a major extension to our Sports Hall at the Harrison Playing Fields. A new nursery, not part of the Free School, was opened in September 2012 and extended in 2013 to take babies from 3 months old. Innovative and up-to-date in our approach, we nonetheless remain conscious of our long and fine tradition.

The successful candidate will be in sympathy with the aims and ethos of independent education (without fees) and will wish to participate in the extra-curricular life of the school.

Academic results have been good and are getting better. Typically, a quarter of A levels are graded A*/A, half are graded A*/B, and the pass rate is close to or at one hundred percent. At GCSE, Progress 8, Attainment 8 and the percentage gaining English and Maths are strong. At Key Stage 1 and 2 we consistently achieve well, particularly in the externally examined aspects. The most recent examination results are available through our website. The school is oversubscribed (over 400 applicants for 85 places in Year 7 this year).

At Queen Elizabeth's we are committed to the safeguarding of children, as the successful applicant will be. Our safeguarding policy, which is regularly reviewed, is on our website. All offers of employment are conditional upon appropriate checks, including an enhanced DBS (formerly CRB) and Prohibition List check.

The post

The School seeks to appoint a Head of Mathematics (Head of Faculty) from 1st September 2018. The successful candidate will be Head of the Mathematics and Computer Science Faculty, but specialist Computer Science knowledge isn't required as Computer Science is led by a Subject Leader who reports to the Head of Faculty – we are looking for strong leadership of the Faculty.

QEGS has a pay scale above CPS and remuneration will be set according to qualifications and experience. All teachers are members of the Teachers' Pension Scheme.

Applicants must have a good, relevant degree and have a PGCE.

The Faculty

Mathematics at QEGS is a highly respected department with a long record of success. It makes a solid contribution to the academic life of the School and regularly achieves very good public examination results. The atmosphere within the faculty is friendly and supportive both of traditional teaching practices and new learning initiatives. There are 8 experienced specialist teachers of Mathematics. The successful candidate will also be a specialist mathematician with a strong academic record.

The successful candidate will be able to teach the full range of year groups from Key Stage 3 to 5.

The faculty is very well resourced with seven specialist teaching rooms all with data projectors plus a fully equipped ICT laboratory in Ormerod House for Mathematics and two fully dedicated ICT laboratories for Computing. Some Sixth Form teaching also takes place in the Sixth Form Centre. This is an exciting opportunity for an enthusiastic mathematician to work on the new GCSE and A Level courses. Computing is led by a Subject Leader who reports to the Head of Faculty. We are looking for a candidate with strong academic and leadership qualities, a love of the subject and a positive attitude who will further increase the profile of Mathematics and Computing in the School.

At GCSE, from 2017 the school will enter candidates into Edexcel's 9-1 GCSE Course, using the CGP Mathematics for GCSE and IGCSE textbook. High performing students also enter Level Two Certificate in Further Mathematics in Year 11. At Key Stage 3 the Pearson KS3 Maths Progress textbook is the main resource and this is supplemented with a large amount of in-house material, including investigations and ICT tasks.

At Advanced level from 2017 the department will enter candidates for the Edexcel specifications. Further mathematics is also offered giving students a choice of units in the new specifications. The main course books currently in use is the Hodder series which is endorsed by Edexcel and is available to students electronically. This is supported by a wide range of other textbooks and in-house material.

There is setting throughout the five years to GCSE, enabling less able students to be taught in small groups. The school operates a two weekly timetable of 60 periods per cycle. Years 7, 8 and 9 have 7 periods of Mathematics over the two weeks and Years 10 and 11 have 9 periods. Sixth Form students study three A Levels in Years 12 and 13, with 12 periods per subject. Further Mathematics students often take the subject as an additional A Level.

Students take part in a wide variety of extra-curricular Mathematics events and competitions. They have a good record of achievement in national competitions, including the UKMT Mathematics Challenges and Olympiads.

The Department benefited in 2008/9 from an £800,000 refurbishment which enabled us to bring all Mathematics teaching under one roof and to provide a dedicated ICT laboratory. There are currently 8 members of the Department. Each member has a teaching commitment which includes as full a range, age, ability and syllabus content as their interests and timetabling arrangements allow.

Job Description

Heads of Faculty are responsible to the Head, through the Deputy Head (Academic) for the strategic direction of the subjects within their Faculty and management of all associated personnel. The Subject Leaders are responsible for the day-to-day running of their subject areas and giving a lead on academic matters concerning their subject specialism.

Responsible to the Head for the standard and quality of teaching and learning in the subject areas within the Faculty, and for the overall good management of these areas in accordance with school policy.

ACADEMIC

- To determine the aims and objectives of the subject areas, and regularly review the aims and objectives of the Faculty to ensure compatibility with those of the school.
- To produce, collate and update the Faculty Handbook including liaising with the Subject Leaders on individual subject sections.
- To oversee the production and collation of subject specific schemes of work.
- To chair Faculty meetings on a regular basis and have oversight of the minutes.
- To prepare the annual Faculty report for the Head.
- To produce and update the Faculty Development Plan as required by the Deputy Head (Academic)
- To oversee production of and the updating of subject area Development Plans as required by the Deputy Head (Academic)
- To monitor the quality of teaching in all subject areas within the Faculty and take an active role in supporting any staff which may require improvement.
- To promote outstanding teaching and learning within the Faculty, ensuring that examples of good and outstanding practice is shared with colleagues
- To monitor the quality of the marking within the Faculty including ensuring that the School Marking Policy is applied consistently
- To promote extra-curricular subject-based events
- To set a lead by teaching to a high standard and showing professional integrity.
- To meet all the responsibilities set out in the job specification for the Subject Leader in their own relevant subject.

PERSONNEL

- To encourage, support and monitor the upholding of high professional standards amongst the teaching and support staff in the Faculty.
- To encourage the professional development of the teaching staff and arrange INSET as appropriate, in consultation with the Deputy Head (Academic).
- To assist in, and advise on, the appointment of new members of staff in the Faculty, and to supervise the induction of new staff.
- To contribute to the initial training of teachers, as appropriate.
- To support colleagues in their disciplining of pupils.
- To deploy staff to the benefit of pupils of all abilities, allocating responsibilities as appropriate, and to allocate to each member of the Faculty, in consultation with Subject Leaders a fair spread of classes by age and ability, taking into account their strengths, weaknesses and career development.
- To allocate pupils to groups, where necessary, and to allocate teaching rooms to groups in consultation with Subject Leaders.

ORGANISATION of the Faculty

- To manage Health and Safety issues within the Faculty
- To ensure that informative and attractive displays are in designated areas within each subject area.
- To explore and develop, where appropriate, links with outside agencies.
- To organise and/or encourage educational visits for groups of pupils.
- To oversee and monitor the production and updating of the subject specific sections of the Faculty Handbook and Schemes of Work
- To ensure that subject specific meetings do take place (termly) and that minutes of these meetings are produced and collated.

ASSESSMENT

- To submit entries for public examinations and to report periodically to the Head and Deputy Head (Academic) concerning pupils' results.
- To be responsible for deploying Subject Leaders for any internal administration, marking and moderation of controlled assessment/coursework.
- To oversee the setting, production and marking of internal examinations, and monitor with subject coordinators the effectiveness of these examinations.

- To monitor and keep records of internal assessments, and ensure that assessment grades are awarded in line with school policy.
- To produce information for GCSE and GCE Advanced level option booklets and to give careers advice in subject and related areas.

COMMUNICATION

- To act as both a source and a sounding board for ideas, and to advise the Head and Deputy Head (Academic) on matters concerning education within the Faculty.
- To attend Heads of Faculty meetings, and represent the subjects at this and other meetings.
- To ensure good communication between members of the Faculty and parents, in conjunction with Tutor/HOY.
- To work with support staff – Reception and Bursar's Office, Catering Manager, Caretaking Team, as needed.
- To attend Improvement Group and other local meetings in the relevant subject areas, delegating as appropriate to Subject Leaders.
- To establish links with industry/commerce, and with local schools, if appropriate.

FINANCE and RESOURCES

- To have responsibility for the Faculty Budget, liaising with Subject Leaders and with the Bursar as appropriate.
- To monitor the ordering and provision of books, learning materials and equipment, and to ensure that equipment is kept in good repair.
- To submit annual budget proposals and to plan for future needs.
- To liaise with Subject Leaders and other Faculty Heads to maximise efficient use of resources, as appropriate.

Applications

Applications must be submitted to the Head, Mrs CY Gammon via email to head@qegsblackburn.com or by post. **These should take the form of a letter of no more than 2 A4 sides in Arial point 11, accompanied by your *curriculum vitae* and a completed application form, available from our website, www.qegsblackburn.com.** These should be received by no later than **noon on Tuesday 6th February.**

All applications will be acknowledged. Interviews will be held in the commencing week and the appointment will be made as soon as possible thereafter. **Documentation to be brought to interview: passport, driving licence, A level, degree and PGCE certificates, two utility bills or statements and documentation confirming NI number.**