

RESEARCH PROJECTS COORDINATOR

Part-time post (up to 0.7) for January 2018

At City of London School for Girls, pupils can opt to take an HPQ in Y11 and an EPQ in the Sixth Form. These are popular options and results so far have been outstanding. 34 EPQs have been submitted in the last three years with 22 graded at A*, 10 grades at A and 2 graded at B. Last year was our first year of submitting students for the HPQ and 8 out of 9 students got an A*. In addition, there are a range of KS3 collaborative cross-curricular research projects (known as Independent Research Projects or ILP) and the school is considering the introduction of an internally assessed Junior PQ in KS3.

The Research Projects Coordinator is responsible for ensuring the successful delivery of all these projects. They will also be responsible for overseeing the progressive development of pupils' independent research skills through these projects, for reviewing provision on a regular basis and for identifying further opportunities to enhance the pupils' research skills in line with the School Development Plan Priorities.

DETAILS OF POST

Main duties

EPQ/HPQ

1. Introducing the EPQ and HPQ programme to students at relevant Curriculum Evenings as may be appropriate.
2. Approving the applications of students to take on an EPQ/ HPQ in consultation with the Deputy Head Academic and Head of Sixth Form.
3. Arranging an appropriate programme of training for the students, in line with awarding body expectations, in order to support the delivery of the programme. Eg: research skills and presentation skills. For HPQ students, this takes place during a 40 minute lesson per week.
4. Acting as EPQ/ HPQ Mentor for all students each year, unless numbers are such that they warrant additional members of staff acting as mentors.
5. Training and overseeing the work of additional mentors
6. Agreeing an appropriate schedule for each particular year group and then ensuring that all students are on track.
7. Supporting the students' presentations and ensure that arrangements are in place for recording them.
8. Undertaking final moderation of all marking.
9. Taking responsibility for submission to the awarding body of all the EPQs/ HPQs
10. Attending appropriate training and standardisation sessions run by the board.

KS3 PROJECTS

1. Organising the Year 7 ILP in conjunction with the relevant Head of Section
2. Organising the Y8 problem solving day in conjunction with the relevant Head of Section
3. Organising the Y9 ILP in conjunction with the relevant Head of Section
4. Organising the Y10 Enterprise Day in conjunction with the relevant Head of Section
5. To work closely with the SENCO, Librarian, Heads of Department, Thinking Skills Co-Ordinator and SMT to promote all students' research skills.

The Research Projects Coordinator is expected to teach up to 5 lessons per week of his or her own subject depending on the number of EPQ/ HPQ students. The role carries a responsibility allowance Level 2.

Line Management

The EPQ Coordinator will report to the Deputy Head Academic.

Person Specification

Essential

The successful person will have:

- A good honours degree and a recognised teaching qualification (e.g. PGCE);
- An understanding of the expectations and ethos of a highly academic school.
- Good organisational skills.
- Good interpersonal skills.
- Competency in the use of ICT for administration and for teaching.
- The ability to work with a range of staff at all levels
- A firm commitment to ongoing professional development
- A commitment to promoting the welfare and wellbeing of young people.

Desirable

The successful person will have:

- Experience of being an EPQ/HPQ mentor

General Duties

- Participate in the school's Appraisal Scheme and to take advice from the Head of Learning Support and other Senior Colleagues on Professional Development.
- Co-operate in the preparation and marking of examinations, including assisting with the administration and marking of entry examinations, report writing and other assessment and record keeping procedures.
- To undertake supervisory duties and to attend INSET sessions and meetings on days outside full term as necessary.
- Attend Parents' Evenings, staff meetings including those which take place before and after the school day and before the beginning of term, together with attendance at morning Assembly and major school functions. Make a contribution to the extra-curricular life of the School.

THE SCHOOL

The City of London School for Girls is an independent, non-denominational girls' school which is administered by the Corporation of the City of London. It is a member of The Girls' Schools Association (GSA) and [The Headmasters' & Headmistresses' Conference](#) (HMC) and caters for pupils whose ages range from 7 to 18 years. The total number of pupils is about 727, approximately 96 of whom are members of the Preparatory Department. There are, on average 160 girls in the Sixth Form. Entry is by competitive examination at 11+ and by testing and interview at 7+ and Sixth Form level. The school has a strong academic tradition and all girls go on to Higher Education from the Sixth Form.

Achieving academic excellence is an important part of life at CLSG, but so too is the provision of a wealth of extra-curricular opportunities, broadening students' lives with new experiences and challenges. A highly supportive system of pastoral care is in place in which understanding, encouraging and inspiring individual pupils is a fundamental part. Our School is cosmopolitan in outlook and the staff and students make the most of all that London has to offer. We are committed to an active outreach programme, to an international outlook and to educating young women to be the leaders of tomorrow. Applicants for teaching posts at City should therefore be enthusiastic about getting to know students and providing guidance appropriate to their individual needs.

Applicants should also be keen to invest time and energy in extra-curricular activities, and to exploit to the full the opportunities arising from being at the heart of the City of London and to contributing to the strong community spirit which is a prominent feature of the school.

CLSG's tradition and location create a unique atmosphere which is vibrant, confident and supportive. The student body reflects the diversity of London, and pupils commute into school from all over the Greater London area. Personal development is the goal for every girl.

Facilities and support for staff are excellent. iPads are available to teaching staff, and extensive computer facilities are available for integration into teaching practice. CLSG is currently deploying the use of mobile technologies across the school.

CLSG works in partnership with a number of schools within and outside the City of London. The school is part of the East London Consortium as well as of the family of schools supported by the City of London Corporation.

Professional Development at CLSG

CLSG is thoroughly committed to supporting the professional development of staff and to making it an integral part of the School Strategic Development Plan. Staff learning is as important as pupil learning at CLSG. CLSG has developed a unique model of professional development with the support of Dr Chris Harrison at King's College London. Staff have a total of 6 full INSET days a year and the school also starts late three mornings a year to provide further professional development time. All staff are involved in cross departmental learning communities where they engage in professional reflection, experimentation and sharing of good practice. In recent years, the school has used these professional learning communities to embed pedagogical approaches including: AfL, Mindsets Theory and it is currently working on developing a Culture of Thinking using research from Harvard Project Zero.

The school is fully committed to embedding research as part of professional learning and in September 2015 appointed a Researcher in Residence. The Researcher in Residence supports members of staff who are working on small scale action research projects within the school. She has been the CLSG lead in a joint research project with CLS and Birkbeck University on improving working memory. The school also sponsors up to 5 members of staff a year to pursue MA courses in Education.

Within the East London Consortium and the family of City schools, there are frequent opportunities for collaborative professional development which the school has always taken a leading role in.

CONDITIONS OF SERVICE

Members of staff at the City of London School for Girls enjoy certain privileges and a salary which is well above the level of a comparable post in the Maintained Sector. The school has a generous salary for this post which reflects the candidate's qualifications and experience.

A Staff Fee Remission Scheme is available to members of the teaching staff for children attending one of the three City independent schools. The rate is currently 50% of full fee for up to seven years and further details can be supplied to applicants invited to interview upon request.

Car parking space is not available but we are well served by public transport with Liverpool Street main line station and Moorgate and Barbican tube stations all within easy walking distance.

Appointments are subject to satisfactory references, the receipt of an enhanced Disclosure and Barring Service certificate and medical clearance. This post is exempt from the Rehabilitation of Offenders Act.

Application Closing Date: Monday 26th June

Interview Date: Tuesday 4th July (tbc)