



Queen
Elizabeth's
School

FOUNDED IN 1573

A state
school like
no other

Appointment
of **Head of
Year (Upper
School: Years
11-13)** for
September
2019



Background

The School

Queen Elizabeth's is a state-funded grammar school, with 445 years' experience of producing confident, able and responsible young men. We provide a totally meritocratic environment, in which our boys reach their very considerable potential both in their academic and extra-curricular pursuits.

Our rich history is reflected in the School Chronicle, which is read annually on Founder's Day and which records the Governors' requirement that the education we provide should be as much in "good manners as in nurture for learning". Similarly, our formal mission is "to produce young men who are confident, able and responsible".

To this end, we are committed firstly to the pursuit of academic development at the highest level among our boys. As a meritocracy, we unashamedly celebrate intellectual accomplishment and we seek to nurture clear thinking and scholarly curiosity. The fruit borne by this relentless focus is seen every year in our public examination results: QE is consistently placed at or very near the top of national league tables.

Second, we aim to inculcate in our boys attributes such as confidence, resilience and perseverance – qualities that will equip them to thrive at school, at university and beyond, whatever the storms of life may throw at them. This is achieved partly through our bespoke tutoring system and carefully structured pastoral arrangements, and partly through our expectation that all boys participate fully in the life of the School. We have an exciting, diverse range of extra-curricular activities through which every boy can pursue his interests and stretch himself as he learns new skills and talents.





Finally, through an emphasis on service within the School and through initiatives such as our Sixth Form external volunteering programme, we encourage boys to devote themselves to causes greater than themselves. We thus develop in them an awareness that genuine fulfilment comes through seeking to make a contribution to society rather than in pursuing only personal gain.

Queen Elizabeth's School, then, offers a meticulous and richly faceted holistic approach to the education of the boys in our charge. It is this approach, combined with our excellent facilities and a proud history dating back to 1573, that make the QE experience truly a state school experience like no other.

Neil Enright, Headmaster

Further information about the School is available on our website: www.qebarnet.co.uk





THE SUNDAY TIMES

2018 Rank	2017 Rank	
1	2	Queen Elizabeth's School, Barnet
2	1	The Henrietta Barnett School, Hampstead
3	4	Wilson's School, Wallington
4	5	The Tiffin Girls' School
5	3	St Olave's Grammar School
6	7	Reading School
7	8	Pate's Grammar School
8	17	Colchester Royal Grammar School
9	14	Colchester County High School for Girls
10	9	Tonbridge Grammar School
11	6	Altrincham Grammar School for Girls
12	26	Kendrick School
13	20	St Michael's RC Grammar School, Finchley
14	10	King Edward VI Camp Hill School for Boys
15	15	King Edward VI Grammar School, Chelmsford
16	11	The Latymer School
17	25	Colyton Grammar School
18	19	Tiffin School
19	50	Sutton Grammar School
20	28	King Edward VI School, Stratford

Recent A-level Results

Year	% A*	% A* - A	% A* - B
2018	46.9	84.7	97.3
2017	41.5	82.0	96.0
2016	40.1	84.2	98.8
2015	42.2	85.3	98.4
2014	36.1	82.2	96.0
2013	39.3	87.4	98.3
2012	40.2	88.5	98.5
2011	41.1	84.5	97.7



Recent GCSE Results

Year	% A* (9-7)	% A*-A (9-7)	% A*-B (9-6)
2018	78.0	92.2	98.2
2017	70.9	91.8	98.9
2016	62.3	89.2	98.6
2015	69.6	93.5	99.3
2014	63.3	91.0	98.2
2013	66.1	92.5	99.0
2012	63.9	90.1	98.1
2011	55.3	90.6	99.3



The School campus



The Role

Job Title: Head of Year (working with Years 11, 12 and 13 on rotation)

Responsible to: Deputy Head (Pastoral)
Assistant Head (Pupil Development)

A rare opportunity for an exceptional teacher with the skills and experience to be an outstanding pastoral leader at Queen Elizabeth's.

Heads of Year are responsible for securing pupils' rounded development by celebrating successes and providing support in relation to overall academic performance, wider school involvement, and general conduct. They play a vital role in the delivery of an excellent, bespoke education to our boys.

This is a very important role within Queen Elizabeth's School and would be excellent preparation for someone who is ambitious, looking to develop his or her career and is ultimately aspiring to further career progression. In making this appointment, therefore, the Headmaster will have regard to the potential exhibited by candidates as well as to their experience. A comprehensive programme of support and training will be made available to the successful applicant.

The post becomes vacant from September 2019, following the current holder's appointment to a leadership role at a leading independent school.



The Person

This role requires strong communication skills, energy and a firm commitment to upholding the School's standards and expectations. As well as being a good administrator, the successful applicant will be able to deal effectively with staff, parents and outside agencies and lead a large team of tutors and a year group decisively and by example.

Our new Year Head will also need to be an outstanding classroom practitioner with the ability to motivate and stretch able boys. The successful applicant will, therefore, have a strong academic background so that he or she is able to teach across the full range of our ability, up to and including university entrance. No particular teaching specialism is sought, but applications from teachers of chemistry, economics, geography, history/politics and mathematics are particularly welcome.

All teachers at Queen Elizabeth's are encouraged to play a full part in the wider life of this thriving School.



The main focus of this role is to lead and manage a team of tutors in the delivery of outstanding pastoral care and monitoring of pupil progress. This involves liaising with tutors over day-to-day issues, communicating with parents as appropriate, and interacting with pupils so that they understand the high expectations that we have of them.

The primary responsibilities include, but are not limited to:

Academic Progress

- Encouraging academic excellence and liaising with Subject Departments when necessary to ensure the optimum progression of all pupils.
- Ensuring that students are focused on their targets grades and advising them appropriately on their onward ambitions.

Attendance and Behaviour

- Making appropriate interventions when attendance and punctuality issues are affecting pupil progress.
- Ensuring the behaviour of pupils within the Year group is of a consistently high standard.
- Managing pupil disciplinary matters within the Year group under the guidance of the Deputy Head (Pastoral).

Managing Information

- Maintaining up-to-date files on each pupil in the Year group which summarises important information regarding academic progress, involvement, conduct and welfare matters.
- Ensuring all relevant information is passed efficiently to pupils, parents, teachers and tutors.
- Ensuring communication with parents is of a consistently high standard, with the principal point of contact being the tutor.

Pastoral Management

- Making a significant contribution to ensure that all aspects of the School's pastoral systems and the implementation of related policies are excellent.
- Leading by example in pastoral management, teaching and involvement in the School's extensive programme of extra-curricular activities.
- Overseeing arrangements for the Year group's parents' evening and other reporting points.
- Organising and attending events, sometimes out-of-hours, and especially those where attendance by pupils is required.
- Organising, developing and monitoring the effectiveness of the curriculum for tutor periods and the activities that occur within them.
- Organising the performance management of the tutor team.

Progression and Well-being of Pupils

- Establishing a happy, purposeful, ambitious and positive atmosphere within the Year group and making appropriate interventions to ensure the well-being of all pupils.



How to Apply

Covering letters, CVs and application forms should be submitted online at <https://www.qebarnet.co.uk/job-application-form/>

If you are unable to apply online please email your application to recruitment@qebarnet.co.uk.

If candidates prefer to send their application by mail, it should be addressed to:

Neil Enright
Headmaster
Queen Elizabeth's School
Queen's Road
Barnet
Hertfordshire
EN5 4DQ

All applications will receive an acknowledgement of safe receipt.

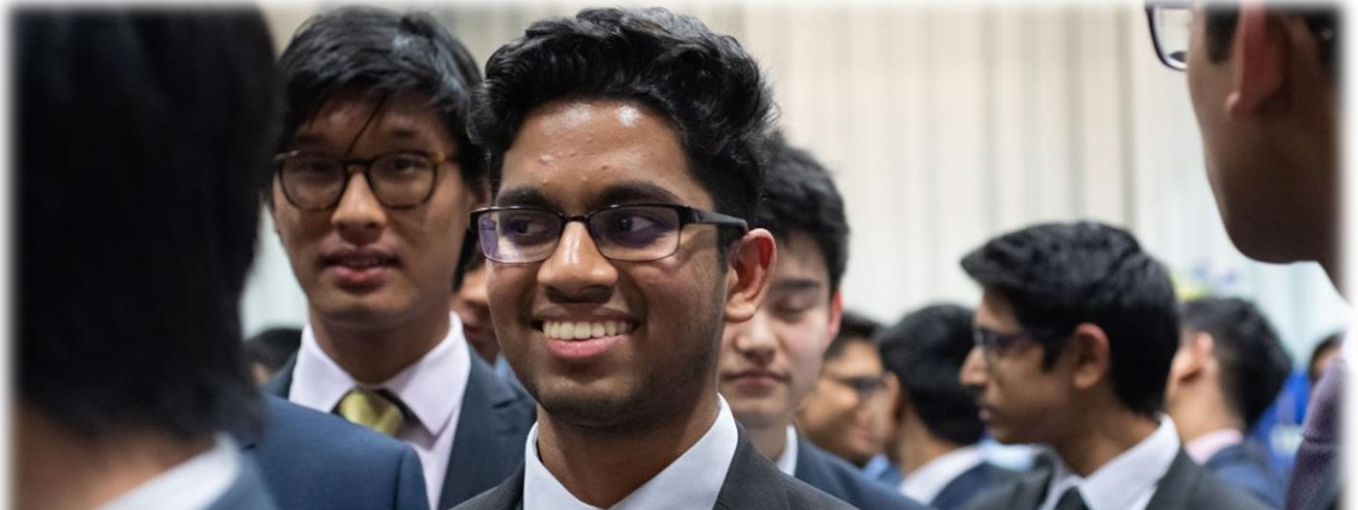
The closing date for applications is 0830 hours (GMT) on Monday 29 April 2019.

The new Head of Year will be expected to take up post in September 2019. The role will be remunerated according to the experience and qualifications of the teacher appointed.

On the interview day candidates will be observed teaching a sample lesson. The process will also comprise a blend of formal and informal meetings. References will be taken up prior to interview.

The successful candidate will be able to demonstrate at interview:

- Personal authority to build strong relationships with pupils, parents, staff and other stakeholders.
- Excellent verbal and written communication skills, including presentation skills.
- A willingness to give generously of time beyond the timetabled school day to support our pupils, school events and activities.
- A commitment to educational excellence and the ethos of the School that will help to ensure our pupils thrive.



Queen Elizabeth's School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service. We are an equal opportunities employer.