

QUEEN ELIZABETH'S GRAMMAR SCHOOL
FAVERSHAM



Information pack for candidates:

Key Stage 3 (years 7 and 8) Learning Support





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CONTENTS

- Introduction to Queen Elizabeth's Grammar School
- Letter from the Headteacher
- Job Description
- Future Aspirations
- Leadership Line



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Queen Elizabeth's Grammar School - An introduction

Queen Elizabeth's Grammar School is an 11-18 co-educational, selective school of 1159 pupils, with 300 in the Sixth Form. The school has expanded to six forms of entry in Year 7, 8 and 9 with a published admission number of 180 students. Other year groups have 5 forms of entry, around 150 students in Years 10 and 11. On average, 75% of the Year 11 cohort choose to stay on into the Sixth Form to enjoy a varied and successful programme. The majority of the school's intake travels from Faversham and the surrounding villages, with a number travelling from Whitstable. The school converted to Academy status in 2011.

Queen Elizabeth's was established in 1576 by a royal charter approved by Queen Elizabeth I. The original school from that era still stands next to our contemporary buildings. The present incarnation of the school was built in 1967, following the merger of the former boys' and girls' grammar schools in the town. We celebrated 50 years on the current site as a co-educational school in 2017.

The school's accommodation now comprises of, in addition to normal classrooms: an assembly hall, gymnasium, state of the art sports hall, ICT rooms, Library, eight laboratories - three of which have recently been refurbished, an art and technology centre, a sixth form and humanities centre, drama studio and music centre, extended and refurbished restaurant, as well as a theatre and a brand new 14 room teaching block.

The school is set in pleasant grounds close to the centre of Faversham, on the site of the historic Faversham Abbey. Playing fields adjoin the school on the northern and eastern sides. Faversham is a market town of 16,000 inhabitants serving a largely agricultural area and situated close to the Thames estuary, nine miles north west of Canterbury. It contains much of historic interest and still preserves a substantial number of mediaeval, Tudor and eighteenth century buildings.

The school has developed close links with partner schools in Europe. We have annual European exchanges, with links to schools in Cologne (Germany), Hazebrouck (France) and Madrid (Spain). Beyond the exchanges, trips are offered for each year group and over the course of the past few academic years, students have departed for the Sahara, India and the USA alongside a long list of countries in Europe.

A wide range of extracurricular and enrichment activities are on offer at the school, including: Music, Drama, Debating, including Model United Nations, STEM, FI in Schools - team 'Evolve' were crowned World Champions in Abu Dhabi in November 2019 and team 'Eclipse' finished sixth out of sixty-eight teams in the 2023 World Championships which took place in Singapore.

We also offer the Duke of Edinburgh's Award, Robotics Club, Chess Club, Book Club and Gardening Club, alongside subject enhancement activities.

Sport is a large feature of the school and a whole host of accolades and awards are held, including district and county trophies in a number of sports. These include football, netball, athletics, rugby, rounders, trampolining and cross country. We also have individuals in the school who compete nationally in a range of competitive sports.

Queen Elizabeth's aims to develop not just the academic abilities of students but also their skills, talents, personal qualities and values, the very qualities that play such an important part in defining their future actions and success. The school functions as a community school, with extensive links to groups, societies and organisations in the locality, nationally and internationally. Relationships with parents are strong and the school is well supported by a hardworking team of Governors, a Parents' Association and the Trustees of the School Foundation.

Queen Elizabeth's is proud to retain many of the characteristics of a traditional grammar school, however it is a forward looking school, keen to enhance the best new technologies and contemporary, effective approaches to teaching and learning whilst ensuring that the best elements of accepted good practice are retained. Staff are extremely hard working, dedicated and loyal both to the school and the wellbeing of their students. The atmosphere in the staff common room is highly professional and supportive, with an exceptionally positive team spirit.

Queen Elizabeth's Grammar School was last visited by Ofsted in March 2023, when it was judged Good overall with Outstanding Personal Development and Behaviour and Attitudes. The school is seeking an enthusiastic new colleague who will be able to make a positive contribution to the school community. The ability to take part in the life of the school and to assist with extra-curricular activities is very welcome. The vacancy offers an exceptional opportunity for anyone who wishes to be part of a vibrant, dynamic and successful school.

In the interests of economy, applications will not be acknowledged and if you have not heard from the school within 48 hours of the deadline for applications, you should assume that you have not been successful.

Thank you for the interest shown.



Queen Elizabeth's Grammar School

Abbey Place, Faversham, Kent ME13 7BQ
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Dear Applicant,

Thank you for your interest in the post of **Key Stage 3 Learning Support**. I hope you will take the time to read through the enclosed information and find it useful for planning your application, which we look forward to receiving by midday on Wednesday 1st July.

This post offers a unique opportunity for the right candidate to support the structures behind the high academic standards and ethos which have been developed over a number of years at Queen Elizabeth's Grammar School.

If appointed, you will be joining a highly committed staff who work extremely hard and want the very best for every student and do much to co-operate with and support the wider community.

This is an exciting opportunity to join a high-achieving and ambitious school, where our aim is to ensure that every child achieves the best possible outcomes. The post will require passion, energy, enthusiasm and a keen eye for attention to detail.

Please complete the school application form, which can be found on the school website. We would also like you to write a supporting statement to accompany your application, addressing the job description, outlining how your experience has prepared you for this post.

Please do not hesitate to contact me if you would like to discuss the role further.

Yours sincerely,

Amelia McIlroy MA
Headteacher

Queen Elizabeth's Grammar School Faversham

KS3 Learning Support - Job Description

Reporting to: The Head of Key Stage 3

Salary: QEGS 4.1 - 4.5 £25,804 - £27,968 (**pro rata £22,199 - £24,060**)

Hours: 37 hours per week, 39 weeks per year (term time plus one week)
Hours of work 8am - 4pm (3:30pm on Friday) with a half hour unpaid lunch break

Core Purpose:

To ensure excellent communication with parents and carers. To assist the Head of KS3, the HoYs, SLT and form tutors in providing high quality care and support for students. In addition the role holder will be responsible for administration support for the key stage, assisting with general enquiries, answering and dealing with telephone and email enquiries and assisting with the running and organisation of KS3 events and activities.

Specific Responsibilities

Responsibilities	Indicative tasks/actions/ areas covered
To be the first point of contact between parents/carers and school and students in KS3	<ul style="list-style-type: none"> Respond to telephone calls/emails as appropriate - resolving issues where possible and referring when necessary Respond to students as appropriate and provide support as needed - resolving issues where possible and referring when necessary Treat sensitive issues in a confidential and professional manner Contact parents/carers as necessary - eg if student is absent Work closely on a daily basis with Head of KS3, Heads of Year and Form Tutors
To provide administrative and practical support for the Head of KS3 and the KS3 Heads of Year	<ul style="list-style-type: none"> Provide administrative support as required eg produce documents, send emails/letters, book rooms for meetings etc Follow up with parents/carers and QE staff on outstanding paperwork/information required within KS3 Produce daily detention summary and disseminate as required Record detentions/information for Head of KS as required - eg if student is out of lessons Attend relevant meetings -eg with parents/carers, HoYs, students etc Liaise with Heads of Year to manage monitoring/reporting/support system for students Create and provide support, report and exit cards, reward tokens, conduct cards, reward stickers Organise and issue rewards in accordance with reward programme
Liaise and develop effective relationships with outside agencies as required	<ul style="list-style-type: none"> Complete the training for being a Designated Safeguarding Lead Raise safeguarding concerns with lead DSLs where necessary Assist with referrals to outside agencies in liaison with Head of KS3 and Head of Year Be aware of Child Protection and Safeguarding requirements and work to establish a safe and secure environment for all pupils and staff at all times.

<p>Assist the Head of Key Stage 3 and the Heads of Year in the organisation of KS3 events and trips</p>	<ul style="list-style-type: none"> • Support administration of Year 8 into Year 9 GCSE options process - including creation and distribution of support material and input of data • Attend key events at school - eg KS3 prom, Open Evening • Coordinate Year 8 trip to Bude - including organising medical/dietary requirements, organising coach lists, EVOLVE, rooming • Coordinate and organise the Careers Carousel • Coordinate and organise Year 6 - Year 7 transition - including organising appointments • Coordinate SEN Year 6 - Year 7 transition • Coordinate and organise the Year 6 - Year 7 Transition Day - timetable coordination, relevant paperwork - letters, booklets, room bookings etc • Organise Year 6 into Year 7 transition portfolio • Coordinate all KS3 Parents Consultations - with parents/carers • Coordinate and organise all KS3 Parents Consultations with teaching staff • Coordinate and run KS3 Charity Day • Coordinate and run Year 8 graduation ball • Coordinate and run KS3 bikeability
<p>Maintain a range of records and information ensuring it is readily available, accurate and up to date</p>	<ul style="list-style-type: none"> • Disseminate student information to relevant staff when necessary • Keep accurate and timely records on ARBOR and CPOMS - use ARBOR and CPOMS to maintain, record and access information about students • Ensure attendance records are accurate - make daily attendance calls where necessary • Update medical information and organise all IHCPs for KS3 • Prepare articles and photographs for KS3 section of school's termly newsletter
<p>Adhere to school policies and procedures</p>	<ul style="list-style-type: none"> • Follow the school Code of Conduct • Maintain knowledge of relevant legislation - eg KCSIE • Attend relevant staff and personal CPD • Play a full part in the life of the school community, support our distinctive aims and ethos and encourage students to adhere to these too

This list is not exhaustive and can be amended by the Headteacher depending on the requirements of the post.

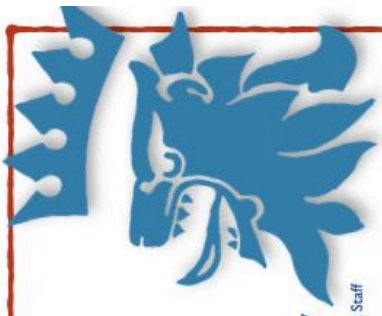
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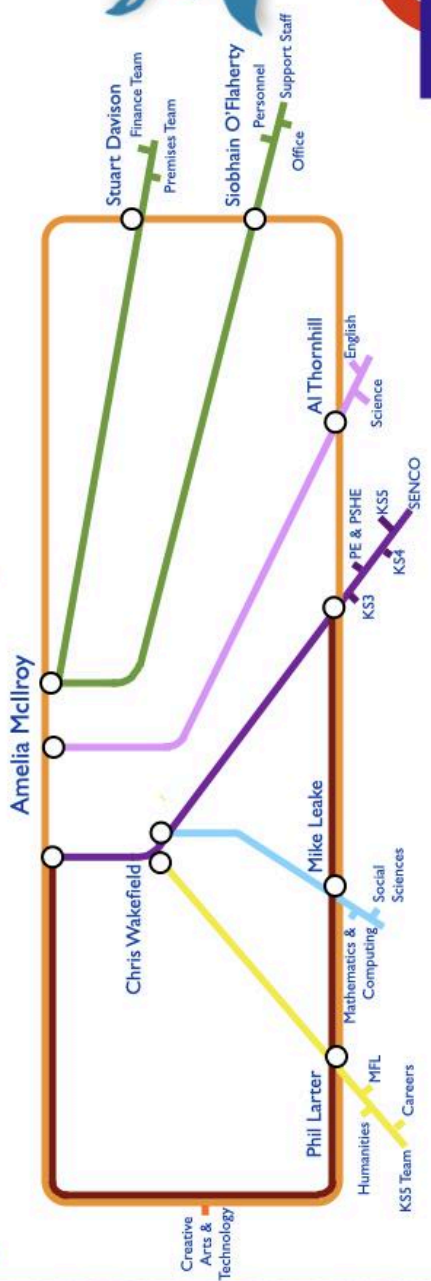
Future aspirations for the school

Queen Elizabeth's Grammar School is a forward looking, successful and dynamic school with high aspirations for every member of the school community. Looking ahead, the priorities for the future of the school are:

- To develop a culture of excellence through inspirational teaching, learning and assessment
- To further develop a culture of high aspiration, ensuring that every student has the best opportunities to achieve their personal career ambitions
- To develop a 'growth mindset' approach to teaching and learning, creating a culture of academic curiosity and personal resilience
- To further develop the collaborative 'can do' attitude of staff and students, to create a sustainable and productive culture of learning and success across the school
- That staff are well trained, managed and supported to achieve their best within a supportive and developmental learning culture, without excessive demands on workload
- To ensure the extra curricular offer remains varied and broad; providing a range of opportunities for every student to participate, develop and challenge themselves
- That leadership across the board works to effectively support, encourage and celebrate all staff and students to perform at their best and to aim high
- For the school to develop beyond its boundaries, by working closely with other schools and taking a leading role in creating additional high quality provision across the community
- For students to feel engaged and motivated to help teach, support, develop and encourage younger members of the school community by taking on leadership roles
- To maintain a safe, trusting and happy environment for all students and staff
- To develop a cost effective but appropriate and challenging curriculum that offers choice and challenge whilst also preparing students for life beyond school
- To create and implement the *Queen Elizabeth's Grammar School Sixth Form Award* to challenge and stimulate students at this important stage of their education
- To further develop the school alumni association, to encourage greater participation from former members of the community, including supporting school initiatives
- To continue to develop and improve the school's facilities by improving the quality of learning environments and enabling broader opportunities for all students
- To continue to develop the international outreach programme (*and British Council's International Schools Award*) by maintaining the current programme of international trips
- To continue to develop an international outlook; for students to see the world as their workplace and that no challenge is too big in terms of their future aspirations and realising their potential



Queen Elizabeth's Grammar School Leadership Structure 2025-26



Key

- █ Leadership Line
- █ Deputy Headteacher Line
- █ KSS Line
- █ Assistant Headteacher Line

Staff Name	Role	Responsibilities	Reporting Line
Amelia McIlroy	Headteacher, DSL	Governors and parents, School self evaluation, School Improvement, Teaching and Learning, Heads of Faculty meetings, Premises development, Policies and admissions, Staffing and resources, Curriculum strategy, Strategic planning, School events, Community and publicity, Senior Team, Targets and data	Full Governing Body, All Committees
Chris Wakefield	Deputy Headteacher Learning & Pastoral, DSL	Day to day Safeguarding, Pastoral Leadership, Assemblies and duties, Pastoral meetings, Extended services, Attendance, School behaviour/discipline, House system, School Council, Vulnerable students, Online safety, Mental Health	Full Governing Body, Community Committee
Phil Larter	Assistant HT - KSS Team, DSL	Line management KSS, ALPS teaching & learning, Prevent, Pupil progress KSS, Student mentoring, Careers Education, Guidance, International Schools, Parent Teacher Association, KMGSA Sixth Form group, VESPA, ArtsMark	Community
Mike Leake	Assistant HT - Systems, DSL	Curriculum development, Attendance data, Assessment, Reporting, Timetabling/options, Data analysis, BlueSky & Appraisal, MIS management, Trips, Cover, Examinations	Curriculum
Stuart Davison	Assistant HT - Teaching & Learning, DSL	Faculty reviews, Professional development, Equality, Diversity, Inclusion, Early Careers Teachers, Staff induction, SDS/trainees, Teacher performance, Google suite, Pupil Premium	Curriculum
Siobhain O'Flaherty	Operations Manager	Headteacher support, Personnel & recruitment, Calendar, Support staff appraisal, Policies/GDPR, Website	Full Governing Body, Finance Manager, Finance/Budgets, Payroll/Auditors, Compliance/strategy, Premises, Health & Safety