

# QUEEN ELIZABETH'S GRAMMAR SCHOOL FAVERSHAM



**Information pack for candidates:**

**KS5 Learning Support and Careers Coordinator**





## Information pack for candidates: KS5 Learning Support and Careers Coordinator

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## **KS5 Learning Support and Careers Coordinator**

### **Queen Elizabeth's Grammar School - Introduction**

Queen Elizabeth's Grammar School is an 11-18 co-educational, selective school of 1102 pupils, with 276 in the Sixth Form. The school has expanded to six forms of entry in Year 7 and 8, with a published admission number of 180 students. Other year groups have 5 forms of entry, around 150 students in Years 9-11. 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). In addition to this the school has a very active exchange with a secondary school in Cochin, Kerala, India. 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 Faversham

Dear Applicant,

Thank you for your interest in the post of KS5 Learning Support and Careers Coordinator. 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 5pm on Friday 30th May.

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 and enthusiasm.

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

### **KS5 Learning Support and Careers Coordinator- Job Description**

**Reporting to:** The Assistant Headteacher KS5

**Salary:** QEGS 5.1 - 5.5 £23,814 - £26,703 pro rata (27,682 - £31,040)

**Hours:** 37 hours per week, term time only plus one week (39 weeks per year)  
8am-4pm Monday-Thursday, 8am-3:30pm Friday.

#### **Key responsibilities:**

- To respond to the pastoral and academic needs of students, communicating with parents if required and raising any safeguarding concerns with the DSL (Designated Safeguarding Lead)
- To work with the KS5 and KS4 teams to ensure that students make positive transitions in and out of the sixth form with positive destination choices
- To work with the KS5 Learning supervisor to follow up on student attendance on a daily basis - contacting parents and updating the school information system, so that there is an accurate record of attendance
- To provide Personal Statement application support drop in sessions as required and support students through their UCAS and Apprenticeship applications, working with the Joint Heads of Sixth Form and Form Tutors
- To provide organisation mentoring for students who need extra support in accessing school or support with their studies and/or career aspirations
- To support the aspiration of the Sixth Form Contribution system and to work with students and form groups to regularly update and seek opportunities which enhance their Sixth Form Contribution profiles.
- To assist with the induction of sixth form students making sure that they understand the systems, feel known and confident in accessing their learning
- To assist from time to time with parental interviews and to contact parents as appropriate
- To be the school Careers Coordinator, working closely with the Assistant Headteacher KS5, attending career development meetings and disseminating key information
- Working with the Gatsby Benchmarks, embed a program of careers and guidance understood by all stakeholders
- To be responsible for the careers budget and contracting in advice and guidance services
- To review the Careers Policy annually
- To maintain the Compass + and DfE self evaluation tool
- To be the main school liaison for Unifrog and actively promote its use with all year groups and subject staff, organising training opportunities as required
- To be responsible for signposting and assisting students in year 12 to organise Work experience placements, including running work experience assemblies and playing a key role in the planning of the Post -18 Options evening
- To communicate with staff and students about alternative pathways available and run information/training sessions with students/staff as required

## **Shared responsibilities**

Alongside the key responsibilities, all members of the Sixth Form team have a shared responsibility for the following.

- Pastoral Care
- Safeguarding
- Academic progress
- Behaviour and discipline
- Parent liaison
- Attendance
- Monitoring private study spaces
- Dress code and lanyards

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



## Queen Elizabeth's Grammar School

### KS5 Learning Support and Careers Coordinator – Person Specification

#### **Qualifications, experience and knowledge**

##### **Essential:**

Minimum GCSE Grade 'C' in English and Maths;

A strong academic background and/or the ability to explain how your professional experience demonstrates a capacity to excel in this role;

A range of experience of working with young people.

##### **Desirable:**

Experience of working in an educational support role in a school/college environment, preferably at Sixth Form level;

Evidence of CPD relating to safeguarding.

##### **Skills and Abilities:**

Ability to work proactively and independently, and as part of a team;

Ability to work using own initiative in responding to challenging situations, remaining calm and resolving problems;

Excellent inter-personal skills when dealing with students and parents, and the ability to establish good professional relationships with staff at all levels; Excellent communication skills, able to use a range of methods for effective communication both internally and externally;

Ability to effectively supervise young people;

Experience of providing opportunities for work experience placements;

Excellent organisational and time management skills, able to prioritise workload and meet tight deadlines;

Excellent administration skills and ICT literacy, experience of Google Workspace would be an advantage

Willingness and capability to learn to use new systems as appropriate;

High level of accuracy and attention to detail.

##### **Personal Qualities**

A strong team player, able to work collaboratively

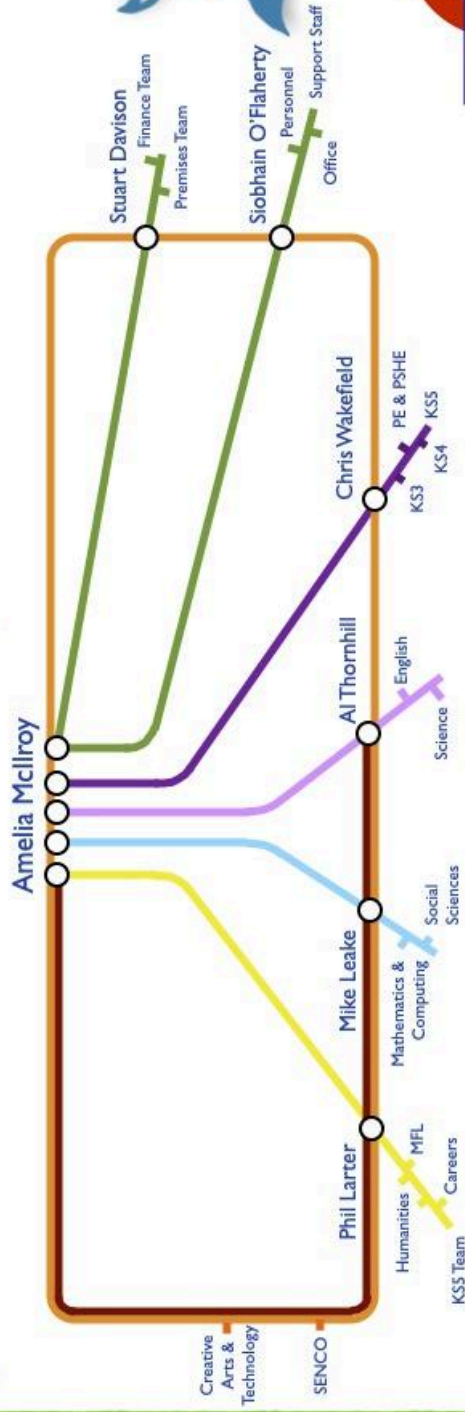


## Future aspirations for the school

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 continue 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 2024-25



## Key



## Leadership Line

<b>Amelia McIlroy</b> <b>Headteacher, DSL</b> Echoes and vision 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 <b>Full Governing Body</b> <b>All Committees</b>	<b>Chris Wakefield</b> <b>Deputy Headteacher</b> <b>Learning &amp; Pastoral, DSL</b> Day to day <b>Safeguarding</b> Pastoral Leadership Assemblies and duties Pastoral meetings Extended services Attendance School behaviour/discipline House system School Council Vulnerable students Online safety Mental Health <b>Full Governing Body</b> <b>Community Committee</b>	<b>Phil Larter</b> <b>Assistant HT - KSS Team, DSL</b> 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 <b>Community</b>	<b>Mike Leake</b> <b>Assistant HT - Systems</b> Curriculum development Attendance data Assessment Reporting Timetabling/options Data analysis BlueSky & Appraisal MIS management Trips Cover Examinations <b>Curriculum</b>	<b>Al Thornhill</b> <b>Assistant HT</b> <b>Teaching &amp; Learning</b> Faculty reviews Professional development Equality, Diversity, Inclusion Early Careers Teachers Staff induction SDS/trainees Teacher performance Google suite Pupil Premium <b>Curriculum</b>	<b>Siobhain O'Flaherty</b> <b>Operations Manager</b> Headteacher support Personnel & recruitment Calendar Support staff appraisal Policies/GDPR Website <b>Stuart Davison</b> <b>Finance Manager</b> Finance/Budgets Payroll/Auditors Compliance/strategy Premises Health & Safety <b>Full Governing Body</b> <b>Finance and Personnel</b>
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