

QUEEN ELIZABETH'S GRAMMAR SCHOOL
FAVERSHAM



Information pack for candidates:

Teacher of English (Maternity cover)

Anticipated: September - December 2024





Information pack for candidates: Teacher of English

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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 1029 pupils, with 277 in the Sixth Form. The school has five forms of entry in years 7-11 of around 150 pupils in each year group. From 2023, Queen Elizabeth's will expand to six forms of entry in year 7, admitting 180 students. On average, 85% of the Year 11 cohort choose to stay on into the Sixth Form to enjoy a varied and successful programme. The school is very popular and oversubscribed with 254 first and second choice applications for the 150 available places in September 2022 and 500 applicants in total. 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, 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, as well as a new state of the art theatre. Over the next year we will be adding a new sports hall, an extension to the canteen and a new 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 medieval, 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 in September, 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 in all five categories and Outstanding in two.

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 and I look forward to receiving your application.

David Anderson MA FRSA
Headteacher



Queen Elizabeth's Grammar School

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01795 533132 office@queenelizabeths.kent.sch.uk

Dear Applicant,

Thank you for your interest in the post of **Teacher of English (maternity cover)**, 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 Tuesday 7th 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,

A handwritten signature in blue ink, appearing to read 'DM Anderson'.

David Anderson MA FRSA
Headteacher

Queen Elizabeth's Grammar School

Faversham

The English Faculty

Both English and English Literature are taught at all Key Stages, and are delivered in an exciting and interesting manner. All our subject teachers have different areas of expertise and are keen to share these with our students. The programmes of study are varied and far-reaching and enable students to develop their skills in all key areas.

Key Stage 3

At Key Stage 3, students experience a varied range of reading, writing and speaking and listening activities. The Year 7 programme of study includes the study of a novel, poetry, a unit devoted to persuasive writing, a creative writing unit based on the science fiction genre and an introduction to Shakespeare. In Year 8, students will study another novel, consider the role of newspapers, and will explore the horror genre. In addition, Year 8 will undertake activities based on their trip to Bude. Pupils are also given opportunities to use ICT in their English lessons.

Key Stage 4

At Key Stage 4, students follow the Edexcel English Literature and English Language course. As part of their programme of study, they read a wide variety of texts including fiction and non-fiction texts and media texts. They also analyse and explore a range of literature including Shakespeare, contemporary poetry, Victorian literature and Twentieth century texts. The course is assessed through final examinations.

GCSE English Language: Exam Board: Edexcel (code IENO)

GCSE English Literature: Exam Board: Edexcel (code IETO)

Key Stage 5

The English Department offers students the opportunity to study both English Language and English Literature at Advanced Level. A level English Language focuses initially on developing students' linguistic responses to a range of spoken and written texts. Language students also study specialised areas of language such as language change, language and gender and language acquisition by young children. Students may also conduct their own language investigation into an area of their choosing. Past examples of students' work includes accent and dialect studies, the language of text messaging, second language acquisition and song lyrics.

A Level English Literature the focus is on the study of a wide range of literature including Chaucer, Shakespeare, novels, drama and poetry. Students are encouraged to become independent readers

and to explore their own literary interests, and the key piece of coursework is a comparative essay on two texts of their choice. Throughout the course students are encouraged to use a critical analysis in order to explore different approaches to literature. Coursework is produced in Year 13, and the examinations are also in this year.

A level English Literature: Exam Board: Edexcel (code 9ETO)

A level English Language: Exam Board: AQA (code 7702)

Enrichment

We provide a range of enrichment activities including cross-curricular project work based on Cornwall and Ypres. We run short story and poetry competitions and provide a book club at KS3. We organise regular theatre trips to support our teaching at all levels. We encourage our more able senior students to become involved in the organisation and running of various clubs.

Queen Elizabeth's Grammar School

Faversham

Classroom Teacher Job description - Generic to all teaching posts

To carry out professional duties and to have responsibility for an assigned class. To be responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities. To promote the aims and objectives of the school and maintain its philosophy of education.

Line managed by Head of Faculty or another post-holder in the Faculty

Main duties and responsibilities

- To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to learning
- To plan and prepare highly effective lessons in order to deliver the planned schemes of work, ensuring breadth and balance
- To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations
- To maintain good order and discipline among the pupils, safeguarding their health, wellbeing and safety
- To organise and manage groups or individual pupils, ensuring differentiation of learning needs, which reflect all abilities
- To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning
- To maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress
- To ensure effective use of support staff within the classroom, including parent helpers
- To act as a form tutor, taking an active interest in promoting the social and emotional health and wellbeing of all students in the tutor group

Beyond the classroom

- To participate in staff meetings as required
- Contribute to the development and co-ordination of their subject areas
- To be part of a whole school team, actively involved in decision-making, on the preparation and development of programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements
- To ensure that school policies are reflected in daily practice

- To communicate and consult with parents over all aspects of their children's education – academic, social and emotional
- To continue professional development, maintaining a portfolio of training undertaken
- To contribute to the school's extra-curricular programme, offering additional opportunities to students
- To meet with parents and appropriate agencies, to contribute positively to the education of the children concerned
- To support the Headteacher in promoting the ethos of the school
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the school's Health and Safety policy and any school-specific procedures/rules that apply to this role

This post is subject to an enhanced DBS check.



Queen Elizabeth's Grammar School

Teacher of English – Person Specification

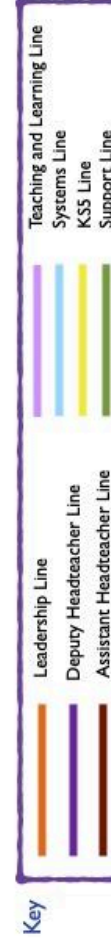
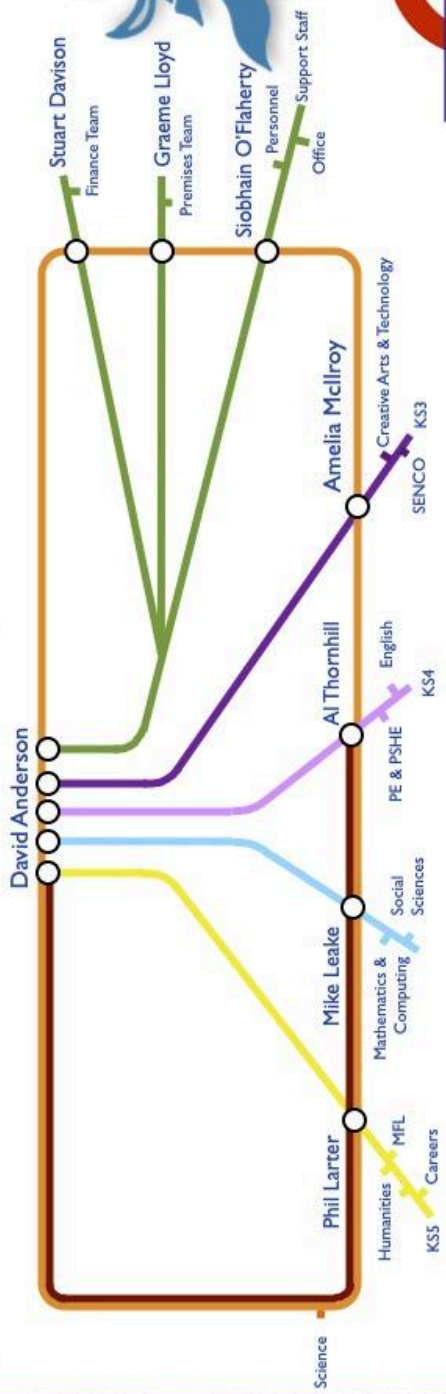
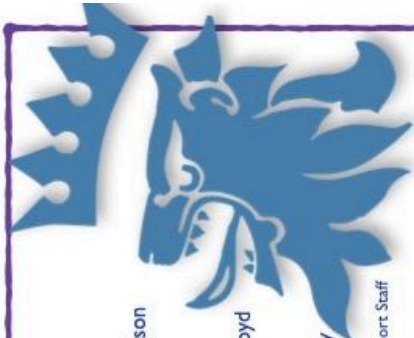
Criteria	Essential	Desirable
<p>Qualifications and training Experience</p> <p>Knows about, is committed and able to:</p>	<ul style="list-style-type: none"> • Qualified Teacher Status • Evidence of professional development • Good, up-to-date, subject knowledge and practical skills • Knowledge of curriculum and exam specifications • Ability to teach English to GCSE • Knowledge of current educational thinking and educational initiatives • Experience of teaching in secondary school • High levels of computer literacy • Innovative and energetic approach to teaching 	<ul style="list-style-type: none"> • Good Honours degree • Proven competence in organisational matters
<p>Leading Teaching and Learning</p> <p>Knows about, is committed and able to:</p>	<ul style="list-style-type: none"> • Motivate and work with others to create a shared culture and positive climate for learning • Maintain a focus on achievement and improving standards • Implement strategies which secure high standards of behaviour • Demonstrate high quality practice in the classroom • Manage deadlines effectively 	<ul style="list-style-type: none"> • Evidence of success with groups of students
<p>Developing self and working with others</p> <p>Knows about, is committed and able to:</p>	<ul style="list-style-type: none"> • Self-evaluate, in order to be a reflective practitioner • Develop positive interpersonal relationships • Demonstrate accountability for work responsibilities • Receive effective feedback and act to improve personal performance 	
<p>Strengthening Community</p> <p>Knows about, is committed and able to:</p>	<ul style="list-style-type: none"> • Engage in the wider curriculum beyond the classroom and promote the opportunities it provides for students and the school community • Contribute to the development of the education system by, for example, sharing good practice, working in partnership with colleagues 	<ul style="list-style-type: none"> • Have experience of liaising with external organisations to enhance student learning
<p>Safeguarding Children – safe recruitment and selection</p> <p>All applications will be subject to an enhanced DBS check.</p>	<ul style="list-style-type: none"> • In addition to the candidate's ability to perform the duties of the post, the postholder should be able to demonstrate a commitment to safeguarding and promoting the welfare of children including: <ul style="list-style-type: none"> • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people 	

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 2023-24



Role	Responsibilities
David Anderson Headteacher	Ethos and vision Governors and parents School self evaluation School improvement Osted Teaching and Learning Premises development Policies and admissions Staffing and resources Curriculum strategy School events Campaign and publicity Senior Team Targets and data
Amelia McIlroy Deputy Headteacher Learning & Pastoral, DSL	Day to day Pastoral Leadership Assemblies and duties Pastoral meetings Extended services School behaviour/discipline Mentoring House system School Council Pupil Premium Online safety Mental Health
Phil Larter Assistant HT - KSS, DSL	Line management: KSS ALPS teaching & learning Pupil progress KSS Student mentoring Careers Education Guidance Community/Outreach International Schools Parent Teacher Association KMGSA Sixth Form group Growth Mindsets Prevent
Mike Leake Assistant HT - Systems	Line management: KSS3 Curriculum development Attendance Assessment/reporting Timetabling/options Data analysis Heads of Faculty meetings MIS management Trips and Cover Examinations
AI Thornhill Assistant HT Teaching Learning	Line management: KSS4 Teaching and Learning School self evaluation Professional development Diversity & Equality ECT/Staff induction SDS/trainees BlueSky & Appraisal Teacher performance Google suite Pupil Premium
Siobhain O'Flaherty Operations Manager	Headteacher support Personnel & recruitment Calendar Support staff appraisal Policies/GDPR Finance Manager Finance/Budgets Payroll/Auditors Compliance/strategy
Stuart Davison Finance Manager	Pastoral leadership: KSS3 Pupil progress: KSS3 Behaviour attendance: KSS3 Transition & mentoring SENCO
Graeme Lloyd Projects Manager	Premises projects Fundraising
Tom Finn-Keley Head of Sixth Form	Behaviour attendance: KSS5 Pastoral care: KSS5 UCAS & Oxbridge Student Mentoring Transition
David Anderson Full Governing Body All Committees	
Amelia McIlroy Full Governing Body Community Committee	
Phil Larter Community	
Mike Leake Curriculum	
AI Thornhill Curriculum	
Siobhain O'Flaherty Full Governing Body Finance and Personnel	