



## Primary School Leader – Maternity Cover

### The School

Queen Elizabeth's Grammar School was founded in 1509. A former Direct Grant Grammar School, it has been a Free School since September 2014 and it now caters for 1100 pupils and students and has plans to expand to 1300 students. The QEGS family currently consists of the Primary School (4-11), Secondary School, (11-16) and Sixth Form (16-18).

Our ethos is: a commitment to high aspirations for all and educating pupils so they become well-rounded, confident individuals who will go on to make a positive contribution to society.

The school enjoys a reputation for academic excellence. It continues to draw pupils from a wide area of north and east Lancashire. A number of students proceed to the universities including Oxford and Cambridge, and almost all the Year 13 students go on to university.

Equally, the school remains committed to a wide range of extra-curricular activities. Facilities are excellent, including a large sports hall, swimming pool and Sixth Form Centre. Investment in whole school ICT has been particularly generous in recent years, including the replacement of all classroom PCs, upgrading of the wired network and servers, installation of a wireless network and the introduction of wireless devices in the Primary School. In 2008 the Holden Science laboratories were completely refurbished and all three sciences were brought under one roof. At the same time the Maths Department moved into its own dedicated and upgraded area, with its own ICT laboratory. The Primary School has its own science laboratory and ICT suite. In 2011 we completed, in partnership with the Football Foundation, a major extension to our Sports Hall at the Harrison Playing Fields. A new nursery, not part of the Free School, was opened in September 2012 and extended in 2013 to take babies from 3 months old. Innovative and up-to-date in our approach, we nonetheless remain conscious of our long and fine tradition.

The successful candidate will be in sympathy with the aims and ethos of independent education (without fees) and will wish to participate in the extra-curricular life of the school. They will be a member of the senior management team.

Academic results have been good and are getting better. Typically, a quarter of A levels are graded A\*/A and the pass rate is close to or at one hundred percent. At GCSE, Progress 8 and Attainment 8 are both competitive and the percentage gaining English and Maths are strong. At Key Stage 1 and 2 we consistently achieve well, particularly in the externally examined aspects. EYFS was graded Good in our recent Ofsted report. The most recent examination results are available through our website. The school is hugely oversubscribed.

**At Queen Elizabeth's we are committed to the safeguarding of children, as the successful applicant will be. Our safeguarding policy, which is regularly reviewed, is on our website. All offers of employment are conditional upon appropriate checks, including an enhanced DBS (formerly CRB) and Prohibition List check.**

### The Post

We are looking for an experienced Primary leader to cover the maternity leave of our current Joint Head of Primary. The post will be full time and will commence as close to the 15<sup>th</sup> January 2018 as possible. The post is initially for two terms but may be extended. The successful candidate will be responsible for the day-to-day running of the Primary School and will be required to teach a small amount of Library lessons.

The successful candidate will oversee the work of the primary phase and be directly responsible to the Head, Deputy Head (Academic) and Deputy Head (Pastoral) who all have whole school responsibility.

Experience of working in Year 6 covering SATs preparation is desirable but not essential.

Applicants must have a strong academic background and an enthusiasm for teaching, which will be reflected not only in their passion for teaching, but also in their interest in assisting with and contributing to extra-curricular activities.

The preferred candidates will have an aptitude to motivate and stretch pupils of all abilities, bring forward new or alternative ideas in the teaching and have good communication skills. They must have a proven record of motivating staff and have excellent organisational skills.

QEGS has its own pay scale and salary will be set according to qualifications and experience.

Applicants must have a good, relevant degree and have a PGCE.

The successful candidate will:

- be an excellent classroom practitioner – with an excellent knowledge of providing excellence in teaching and learning.
- have thorough knowledge of the New Primary Curriculum and a sound understanding of the requirements for practitioners working with the EYFS, KS1 and KS2 curriculums.
- have consistently high expectations and use excellent strategies to successfully motivate all children to learn effectively
- be knowledgeable in various learning styles and use a variety of methods and techniques to cater for these in classroom planning
- accurately assess, monitor and track children's achievement and attainment and constantly strive for excellent progress for all children
- have an excellent understanding of how to keep children safe and protected in all areas, at all times
- have an excellent understanding of the Every Child Matters Agenda and its importance and impact
- insist upon excellent behaviour in our children at all times and to be a positive role model and demonstrate the consistently positive attitudes, values and behaviour which are expected of our children
- maintain a highly visual and stimulating classroom environment that holds high regard for the place of AFL and independent learning skills
- be ICT "literate" – both for curriculum use and also organisational and professional use
- have a sound, practical knowledge of the process of school improvement – and be fully involved, flexible and self-motivated as we embark on a period of significant organisational, structural and curriculum development
- have the ability to be a successful leader: to lead and manage the curriculum and the Primary School. To keep up to date with key changes and requirements in these areas, to advise staff in these areas and to ensure a measurable impact on the teaching and learning of these areas in the Primary School.
- be able and willing to fully contribute to our exciting and varied extra-curricular activity programme, as well as the wider life of the Primary School, such as productions, Sports days, Trips etc.
- be an excellent communicator – with an ability to effectively manage and work with support staff
- quickly establish and maintain excellent working relationships and a bond of trust with parents;
- play an integral part in the area of public relations for the School
- have a good sense of humour!

### **Main duties Include:**

Strategic direction and development of the Primary School

- Control all aspects of Primary School policies, procedures and day-to-day life in the Primary School in consultation with the Head, Deputy Head (Academic) and Deputy Head (Pastoral)
- Producing the Primary School development plan as part of the School Improvement Action Plan
- Being fully conversant with OFSTED regulations and success criteria
- Assisting the Director of Business and Finance in the planning of the annual budget and managing financial delegation with the Primary School.
- Attending SLT and SMT meetings

Teaching and learning

- Taking responsibility for and co-ordinating teaching & learning and having an overview of assessment, recording and reporting throughout the Primary School;
- To be actively involved in the tracking and target setting process for all pupils in the Primary School.
- To liaise with the Deputy Head (Academic) and Deputy Head (Pastoral) with regard to the production, implementation, evaluation and revision of Primary School organisation, policy, planning, assessment and moderation.

- To keep up to date with new EYFS, KS1 and KS2 initiatives, attending INSET courses and disseminating information to staff.

#### Leading and managing staff

- To establish distributed leadership
- Providing help and support for colleagues in the Primary School, and have a positive impact on classroom practice through coaching, evaluation, feedback and staff development programmes for Primary School staff;
- Taking a leading role in the delivery of the Primary School's Professional Review/Performance Management policy for Primary School staff, and encouraging a positive attitude towards it.

#### Pupil support

- Having an overview of pupil support in the Primary School – for both SEN and AGT pupils – and monitoring IEPs and external agency support as required.
- Liaising with the School Director of Learning Support, as needed, for Primary School children.
- Timetabling classroom support for classes and also 1:1 support for individual children as required.
- Taking a share in the leadership of discipline and pastoral care for pupils;
- Ensure that the pupils in the Primary School have an appropriate, broad and balanced education in line with school policy and the National Curriculum.
- Leading assemblies in rotation with other staff.

#### General

- Ensuring effective internal communication throughout the Primary School and external communications with parents and other groups;
- To support the development of out of school activities, extra-curricular activities and extended opportunities for pupils.

### Applications

Applications must be submitted to the Head, Mrs CY Gammon via email to [head@gegsblackburn.com](mailto:head@gegsblackburn.com) or by post. **These should take the form of a letter of no more than 2 A4 sides in Arial point 11, accompanied by your *curriculum vitae* and a completed application form, available from our website, [www.gegsblackburn.com](http://www.gegsblackburn.com).** These should be received by no later than **noon on Tuesday 7<sup>th</sup> November 2017.**

All applications will be acknowledged. Interviews will be held in the commencing fortnight and the appointment will be made as soon as possible thereafter. **Documentation to be brought to interview: passport, driving licence, A level, degree and PGCE certificates, two utility bills or statements (dated within the last 3 months) and documentation confirming NI number.**