



Head of Sixth Form from September 2018

The School

Queen Elizabeth's Grammar School was founded in 1509. A former Direct Grant Grammar School, it now caters for 1100 students and has plans to expand to 1300 students. The QEGS family currently consists of the Primary School (ages 4-11), Senior School, (11-16) and Sixth Form (16-18). The School is fully coeducational.

Since the demise of the Assisted Places Scheme we gradually became a smaller school and although what we did was good we decided that an alternative model would be better for securing our future and enabling us to remain true to our roots as a school for pupils and students of diverse backgrounds without charging fees. Thus we became a Free School in September 2014. This means the school will expand to its former size of 1300, creating many opportunities for increasing the breadth of our curriculum and extra-curricular activities. Our ethos remains the same: a commitment to high aspirations for all and educating pupils and students 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 and students from a wide area of north and east Lancashire. A number of students proceed to the universities of 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 Mathematics Department moved into its own dedicated and upgraded area, with its own ICT laboratory. In the Primary School, a new science laboratory was opened in 2005 whilst an ICT suite, opened in 2006. 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.

Academic results have been good and are getting better. Typically, a quarter of A levels are graded A*/A, half are graded A*/B, and the pass rate is close to or at one hundred percent. At GCSE, Progress 8, Attainment 8 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. The most recent examination results are available through our website. The school is oversubscribed (over 400 applicants for 85 places in Year 7 this year).

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.

Our Ethos

We aim to foster an enjoyment of academic study and a desire for the pursuit of excellence. We help pupils and students to acquire the essential interpersonal and life-skills which will set them apart. We want our 'product' to be an individual who has fulfilled their potential.

The post

The School seeks to appoint a Head of Sixth Form from 1st September 2018.

The successful candidate will be required to teach and we are flexible regarding the subject – our priority is to find a strong leader for our Sixth Form. The ability to teach more than one subject would be advantageous but is not essential.

QEGS has a pay scale above CPS and remuneration will be set according to qualifications and experience. All teachers are members of the Teachers' Pension Scheme.

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

The Sixth Form

Our Sixth Form offers students a great blend of tradition and history with a modern, business-like approach to education and work. Our small teaching groups allow us to offer a seminar style approach in many lessons and in the practical subjects, there is plenty of 'hands-on' experience.

There are over 20 subjects available at A level and our class sizes allow students and subject staff to get to know each other really well.

Our student body comprises of students who have come through our own system and those who have joined us from other Secondary Schools.

Each student has a Personal Tutor who has oversight of his or her academic progress and is able to view it in the context of the individual's extra-curricular commitment so that, while we strongly encourage involvement in the many opportunities the school offers beyond the classroom, a sense of balance is maintained.

We understand and share the belief that academic performance must come first and that results must be the best possible for each student. This only happens when pastoral care is of a high standard and students are able to approach staff when they have difficulties, in the sure knowledge that time and expertise will be available to them. This, plus very close monitoring of standards by Tutors and the Head of Sixth Form, is the cornerstone of advanced study at Queen Elizabeth's. Hence the excellent A level results achieved, taking over 90% of our students straight to University each year.

The Sixth Form Centre, Singleton House, is the social hub of the Sixth Form. The elected Sixth Form Council meets regularly, acting as a valuable channel of communication between staff and students, and plays an important role in the running of the centre.

Extra-Curricular

We provide a wide range of sports and activities and, in Year 12, Wednesday afternoon sport/activity is compulsory. There is also an opportunity to take part in a community-based programme of work experience and volunteering. Sports fixtures for seniors take place predominantly on Wednesday afternoons and Saturday mornings. There is also huge involvement in the House competitions which encompass a wide range of activities.

Additionally, we find our Sixth Formers take leading roles in a great range of opportunities, for example, musical performances, showcasing their work in our annual Art and Design Technology exhibitions as well as giving vent to their argumentative side in Debating Club.

Sixth Form students are never averse to 'getting away from it all' and have the opportunity to go on a number of trips. They include subject trips such as the Geography field trip to Arran, the History Battlefields trip to France, the Physics trip to Switzerland, Art trip to Italy as well as regular skiing trips and a trip to Uganda to complete voluntary work. Trips may vary from year to year but there is always plenty on offer.

UCAS

Students will undertake a comprehensive programme in preparation for university applications. The process will begin early on in the first term of Year 12 making students aware of what they need to do with information being given to them throughout the year. The process intensifies, however, in the Trinity Term after

examinations when visiting university speakers come in to offer advice and when students attend university open days. One-to-one advice is given to the students by their Personal Tutor before their personal statement is passed on to the UCAS team. Students will be given the opportunity to develop and practise interview skills.

Careers

The Head of Careers will also begin the programme of events early in the first term when the groups of, for example, potential medics or engineers will be focused on to ensure they receive advice specific to their needs. Students have access to a dedicated, well-resourced careers room and the Head of Careers is always available to offer guidance to students on an individual basis. In addition, Queen Elizabeth's is fortunate in the quality and quantity of its former students who can provide invaluable advice and links to all the major professions.

Job Description

Accountable to the Head

Day-to-day Accountability to: Deputy Head (Academic) & Deputy Head (Pastoral)

Principal Responsibilities

- To perform the duties expected of all teachers and teach an appropriate timetable
- Academic and pastoral oversight of Years 12 and 13
- To be a member of SMT
- To oversee, manage and coordinate the work of the Deputy Head of Sixth Form, including his/her role of UCAS coordinator
- To play a full part in the preparation of the Sixth Form for Ofsted inspection and to ensure that the implications of relevant data are acted upon to ensure consistent improvement
- management of Singleton House
- oversight of Sixth Form non-contact time
- Liaison with Head's PA and Admissions Department on arrangements for consultation 'interviews' and participation in the admissions process
- To be present on results days and as required thereafter to ensure students are properly served concerning university entrance, entry to Year 12 and Year 13 and on options matters in close liaison with the Deputy Head (Academic)
- To be thoroughly involved, in collaboration with the Admissions and Marketing Department, on *ensuring* that the number of applications is healthy, that the Sixth Form is properly marketed, and that frequent surveys are conducted so we know at all times what students want and how we might, where appropriate, meet reasonable demands that will lead to higher standards of teaching and student participation
- To assist the Head in appointment of academic and support staff when required
- Disciplinary presence around the School.

Specific Responsibilities

1 Academic Management

- To liaise with the Deputy Head (Academic)
- Actively to promote, intervene and direct teaching and learning within the Sixth Form, including work scrutiny, lesson observations and initiating conversations with parents as appropriate
- To develop and implement relevant Sixth Form policies
- To manage the Sixth Form Tutorial Year team, ensuring compliance with school policies on attendance, student appearance, and observance of school rules
- To be a member of the UCAS reference writing team.

2 Student Management

- To be a regular and frequent presence in Singleton House
- To supervise induction of new students
- To oversee the day-to-day organisation and running of the Sixth Form Centre in Singleton House.
- To administer Study Leave arrangements for Year 13
- To implement policy and practice on the use of cars by members of the Sixth Form
- To support students with pastoral needs

- To ensure a consistency of application of the School Rules.

3 Resource Development and Management

- To organise and direct the Sixth Form Council
- To liaise with the Deputy Head (Pastoral) and the Director of Business and Finance over implementation of development proposals.
- To oversee facilities and finances of the Sixth Form Council.

4 Administrative Responsibilities

- To chair regular meetings of the Sixth Form Tutorial team and have oversight of the minutes
- To attend meetings of Heads of Year and Heads of Faculty as calendared.
- To liaise with the Deputy Head of Sixth Form (UCAS coordinator) and Head of Careers.

Applications

Applications must be submitted to the Head, Mrs CY Gammon via email to head@qegsblackburn.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.qegsblackburn.com.** These should be received by no later than **noon on Wednesday 17th January.**

All applications will be acknowledged. Interviews will be held in the commencing week 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 and documentation confirming NI number.**