



Head of Languages Faculty from September 2019

The School

Queen Elizabeth's Grammar School was founded in 1509. A former Direct Grant Grammar School, it now caters for 1145 pupils and students and has plans to expand to 1250 students. The QEGS family currently consists of the Primary Phase (ages 4-11), Senior Phase, (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 1250, 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. Students proceed to the universities of Oxford and Cambridge, as well as other well renowned institutions 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 Phase. 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 300 applicants for 100 places in Year 7 in the last academic 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.

The post

The School seeks to appoint a Head of Languages Faculty from September 2019.

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 Faculty

French or Spanish is taken by all pupils entering QEGS in Year 7. This language is continued in Year 8 with all pupils also studying German. Classics is studied by all pupils in Year 7 with Latin beginning in the Trinity Term of Year 7 and continuing into Year 8. Key Stage 3 pupils use the *Studio*, *Así* and *Na Klar* courses for French, Spanish and German respectively, supplemented by bespoke materials created by members of the Faculty. All pupils take at least one foreign language (from the four languages taught) to GCSE; French, German and Spanish are equally as popular as each other. At GCSE the AQA course is followed, with the OUP coursebook being the textbook of choice. Extensive use is also made of the website-based Kerboodle subscription which pupils can access at home as well as at school. Similarly, we follow the AQA course at A level, using the OUP coursebook and the associated Kerboodle resources as a starting point for study. Pupils are encouraged to participate in our well-established trips to Berck-sur-Mer, Aachen, Cantabria and Pompeii (Years 7, 8 and 9) while older pupils are invited to participate on trips to Paris and Berlin. Trips to Spain for older pupils are under discussion. In the recent past some Sixth Form students have undertaken work experience abroad. The Faculty is situated in the Queen's Wing in the heart of the School and makes good use of the Sanako language software in the Language Laboratory. It would be desirable, therefore, if respective applicants were not only highly proficient in the language and as teaching practitioners, but were also computer-literate and keen to exploit this software to enhance the pupils' learning.

Job Description

Heads of Faculty are responsible to the Head and the Deputy Head for the strategic direction of the subjects within their Faculty and management of all associated personnel. The Subject Leaders are responsible for the day-to-day running of their subject areas and giving a lead on academic matters concerning their subject specialism.

Responsible to the Head for the standard and quality of teaching and learning in the subject areas within the Faculty, and for the overall good management of these areas in accordance with school policy.

ACADEMIC

- To determine the aims and objectives of the subject areas, and regularly review the aims and objectives of the Faculty to ensure compatibility with those of the school.
- To produce, collate and update the Faculty Handbook including liaising with the Subject Leaders on individual subject sections.
- To oversee the production and collation of subject specific schemes of work.
- To chair Faculty meetings on a regular basis and have oversight of the minutes.
- To prepare the annual Faculty Report for the Head.
- To produce and update the Faculty Development Plan as required by the Head
- To oversee production of and the updating of subject area Development Plans as required by the Head
- To monitor the quality of teaching in all subject areas within the Faculty and take an active role in supporting any staff which may require improvement.
- To promote outstanding teaching and learning within the Faculty, ensuring that examples of good and outstanding practice is shared with colleagues
- To monitor the quality of the marking within the Faculty including ensuring that the School Marking Policy is applied consistently
- To promote extra-curricular subject-based events
- To set a lead by teaching to a high standard and showing professional integrity
- To meet all the responsibilities set out in the job specification for the Subject Leader in their own relevant subject.

PERSONNEL

- To encourage, support and monitor the upholding of high professional standards amongst the teaching and support staff in the Faculty.
- To encourage the professional development of the teaching staff and arrange INSET as appropriate, in consultation with the Head.
- To assist in, and advise on, the appointment of new members of staff in the Faculty, and to supervise the induction of new staff.
- To contribute to the initial training of teachers, as appropriate.
- To support colleagues in their disciplining of pupils/students.
- To deploy staff to the benefit of pupils/students of all abilities, allocating responsibilities as appropriate, and to allocate to each member of the Faculty, in consultation with Subject Leaders a fair spread of classes by age and ability, taking into account their strengths, weaknesses and career development.
- To allocate pupils/students to groups, where necessary, and to allocate teaching rooms to groups in consultation with Subject Leaders.

ORGANISATION of the Faculty

- To manage Health and Safety issues within the Faculty
- To ensure that informative and attractive displays are in designated areas within each subject area.
- To explore and develop, where appropriate, links with outside agencies.
- To organise and/or encourage educational visits for groups of pupils/students.
- To oversee and monitor the production and updating of the subject specific sections of the Faculty Handbook and Schemes of Work
- To ensure that subject specific meetings do take place (termly) and that minutes of these meetings are produced and collated.

ASSESSMENT

- To submit entries for public examinations and to report periodically to the Head and the Deputy Head concerning pupils'/students' results.
- To be responsible for deploying Subject Leaders for any internal administration, marking and moderation of controlled assessment/coursework.
- To oversee the setting, production and marking of internal examinations, and monitor with Subject Leaders the effectiveness of these examinations.
- To monitor and keep records of internal assessments, and ensure that assessment grades are awarded in line with school policy.
- To produce information for GCSE and GCE Advanced level option booklets and to give careers advice in subject and related areas.

COMMUNICATION

- To act as both a source and a sounding board for ideas, and to advise the Head on matters concerning education within the Faculty.
- To attend Heads of Faculty meetings, and represent the subjects at this and other meetings.
- To ensure good communication between members of the Faculty and parents/carers, in conjunction with Tutor/HOY.
- To work with support staff – Reception and Finance Office, Catering Manager, Caretaking Team, as needed.
- To attend Improvement Group and other local meetings in the relevant subject areas, delegating as appropriate to Subject Leaders.
- To establish links with industry/commerce, and with local schools, if appropriate.

FINANCE and RESOURCES

- To have responsibility for the Faculty Budget, liaising with Subject Leaders and with the Director of Business and Finance as appropriate.

- To monitor the ordering and provision of books, learning materials and equipment, and to ensure that equipment is kept in good repair.
- To submit annual budget proposals and to plan for future needs.
- To liaise with Subject Leaders and other Faculty Heads to maximise efficient use of resources, as appropriate.

Applications

Applications must be submitted to the Head, Mrs CY Gammon via email to 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.** These should be received by no later than **noon on Wednesday 20th March 2019.**

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.**