



# Queens' School

*Dare to be Great*

## Information Pack

**English Key Stage Coordinator**

**Start date: September 2024**

Queens' School

Aldenham Road

Bushey

Hertfordshire

WD23 2TY

01923224465

[office@queens.herts.sch.uk](mailto:office@queens.herts.sch.uk)



## QUEENS' SCHOOL



Welcome to Queens' School.

We are a thriving, diverse and highly successful oversubscribed school, the largest secondary school in Hertfordshire. We have a well-established reputation for academic achievement for all students, with excellent attainment and progress outcomes. Beyond this, though, we provide a safe, caring and challenging environment for learning, and are committed to the development of every student as an individual. We understand that while students have different gifts and talents we have a strong belief that everyone can *Dare to be Great*.

Our curriculum aims to instil our core 'STAR' values of **Scholarship, Tenacity, Altruism** and **Respect** and to develop in students the lifelong learning associated with these values. In their teaching and learning, all of our students should experience, understand and develop:

- **Scholarship:** *the ambitious pursuit and achievement of knowledge, across a broad range of subjects;*
- **Tenacity:** *the expectation of supported challenge for students of all abilities and talents; and of persevering in the face of that supported challenge;*
- **Altruism:** *the habits of working collaboratively and selflessly as part of a learning community;*
- **Respect:** *the importance of demonstrating kindness, tolerance and respect for others' views, abilities and contexts in learning.*

Our curriculum challenges and extends the most able whilst providing pathways for all to develop and hone knowledge, skills, competencies and talents. All students develop a wide range of skills to equip them for life in modern Britain.

Joining Queens' School as a teacher is an exciting opportunity; one which could be a key stepping stone in your career. The successful candidate will be an excellent classroom practitioner; for us at Queens' School, this means someone who is creative, resourceful, knowledgeable and enthusiastic about ensuring the best possible outcomes for our young people. We are keen to work with you if you are able to lead by example, have ambition, and focus; and our students will be keen to be taught by you if you are motivated by sharing your passion for your subject, and demonstrating your commitment to their learning and school community.

I hope that this information pack and the advertisement can give you a flavour of the vibrant school I am so privileged and proud to lead. I am also very aware that applications take a considerable amount of time and thought, so I thank you in advance for your submission.

With very best wishes,

Jonathan Morrell

## Application and Next Steps

<b>Contract Term:</b>	Permanent
<b>Start date:</b>	September 2024
<b>Salary:</b>	MPS/UPS plus London Fringe

### Introduction

Thank you for your interest in the post of English Key-Stage Co-Ordinator at Queens' School.

The application pack consists of an application form and the following information contained in this document:

- Copy of Advert
- Department information
- Information about the school
- Job Description

### Please note:

- **Closing Date:**  
The closing date is midday **Friday 19<sup>th</sup> January 2024**.  
**Early applications are encouraged, and interviews may take place on a rolling basis.**  
**We reserve the right to extend or close the deadline.**
- **References:**  
Please ensure that you provide email addresses for all your referees, as we will request references by email.
- **Criminal Declaration form:**  
All applicants invite to interview will be required to complete a Criminal Declaration Form.
- **How to apply and where to send your application form:**

If you wish to apply for the post, you are invited to complete and return the **Application Form** along with a **letter of application** demonstrating how you feel you meet the Person Specification. Your letter should be no longer than two sides of A4 (word processed and using size 12 font). Please forward these by email to [applications@queens.herts.sch.uk](mailto:applications@queens.herts.sch.uk).

All details, including the Application Form, Job Description and Person Specification can be found on our school website: [www.queens.herts.sch.uk](http://www.queens.herts.sch.uk). If you have not heard

from us within 2 weeks of the closing date, please assume your application has been unsuccessful.

- It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. Applicants must be willing to undertake a number of safeguarding checks including an enhanced Disclosure and Barring (DBS). This post is subject to receipt of written references, which must be satisfactory to Queens' School along with documentary evidence of qualifications.
- An online search of shortlisted candidates will be conducted as part of due diligence checks in the recruitment process.
- Successful applicants will need to provide confirmation of the right to work in the UK. Please note that under the Immigration Asylum and Nationality Act 2006, the school has an obligation to ensure applicants have the right to work in the UK prior to commencement of employment. (If it is found that those documents do not meet the legal requirement, an offer of employment will be withdrawn).
- Where the successful candidate has worked or been a resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance.
- We aim to be an equal opportunities employer and we are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race.

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are exempted under the Rehabilitation of Offenders Act 1974. Appointments will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service and references from previous employers. We are an Equal Opportunities employer.

# ADVERT



## QUEENS' SCHOOL

*Dare to be Great*

### English Key Stage Coordinator (TLR)

MPS/UPS (London Fringe) + TLR2a

**Contract Term:** Permanent

**Closing date:** Midday Friday 19<sup>th</sup> January 2024

We are looking to recruit a knowledgeable, organised and enthusiastic teacher to join our Queens' School community as an English Key Stage Coordinator from 1st September 2024.

Our English faculty has a track record of excellent teaching and student progress, is forward-thinking and committed to high standards in student achievement at all levels. We are extremely proud of the imaginative, varied, innovative curriculum and co-curricular opportunities we provide for our students in their English learning.

This position offers an exciting opportunity for someone with secondary English teaching experience to take on a leadership role in a school and faculty in which scholarship- inspiring a love of learning and pursuing and celebrating aspiration- is a core value.

The successful candidate will be a highly motivated and self-starting individual who is keen to lead our English provision in one key stage: developing best practice pedagogy, setting and assessing aspects of the curriculum, monitoring student progress, sourcing enrichment opportunities and putting in place support to ensure every student is able to flourish. Their allocated teaching will ideally range across all ages, up to and including A-level. The specific key stage to be led will be negotiated on the basis of professional experience, knowledge and preference.

Candidates should have a teaching degree, QTS, PGCE/PGDE or equivalent, recognised for the purposes of teaching in the UK.

Whilst the position is advertised as full time, we are keen to recruit the best possible teacher for our school and students; we will consider candidates who would prefer to teach on a part-time basis.

**The vacancy closes at midday on Friday 19<sup>th</sup> January. However, early application is advised as we reserve the right to close the advert early should suitable applicants be found.**

**Our ideal candidate will:**

- be highly academically qualified within English or a related subject area;
- have at least 2 years' experience of teaching English in secondary schools;
- have a genuine passion for English language and literature and the ability to share this with our students and inspire a lifelong love of the subject;
- have the resolve to make a real difference with students of all abilities and backgrounds;
- have the ability to guide students to outstanding outcomes;
- have the capacity to work collaboratively as part of a team.

**We can offer:**

- happy and enthusiastic students who want to learn;
- supportive parents and carers who value education and school community;
- a professionally stimulating and supportive working environment;
- a strong commitment to personalised professional development and progression, including access to National Professional Qualifications, peer-to-peer learning, and opportunities for internal promotion;
- a commitment to encouraging and supporting staff wellbeing.

Queens' is a large, co-educational, multicultural, thriving, and oversubscribed school. We have a well-established reputation for academic achievement for all students, with excellent attainment and progress outcomes. We provide a safe, caring and challenging environment for learning, and are committed to the development of every student as an individual. We understand that while students have different gifts and talents we have a strong belief that everyone can be *Great*.

At GCSE, it is usual for well over 80% of our students to attain 5 Standards Passes including English and Maths, with over 30% of results at Grades 7, 8 or 9. At Sixth Form, it is usual for well over 50% of grades to be A\*- B. In our last Ofsted Inspection, it was noted that Queens' has a 'highly regarded senior leadership team'; 'pupils are clearly proud of their school and enjoy learning' and 'teaching and learning is at the top of the agenda.' We seek the best opportunities and outcomes for all students and are rightly proud of our commitment to inclusivity and equalities. In 2023, we were awarded the Gold Award in Equalities from Equaliteach.

All staff benefit from high quality continuing professional development opportunities and there is a comprehensive induction, support and training programme for ECTs.

Applications to the Headteacher, Jonathan Morrell, to include school application form, covering letter and full contact details of two referees [applications@queens.herts.sch.uk](mailto:applications@queens.herts.sch.uk)

*Queens' School is committed to being an equal opportunities employer. We insist on the equal treatment of all current and prospective colleagues and will never condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.*

*To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and to join us.*

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**Queens' School (Bushey) Ltd. is a Charitable Company limited by guarantee**

**Registered Office: Aldenham Road, Bushey, Hertfordshire, WD23 2TY**

**Telephone: 01923 224465**

**email: [office@queens.herts.sch.uk](mailto:office@queens.herts.sch.uk)**

**[www.queens.herts.sch.uk](http://www.queens.herts.sch.uk)**

**Registered in England; Registered Number 07650609**

# THE ENGLISH FACULTY

## Staff

At Queens School', we have a highly successful, creative English Faculty consisting of 16 part-time and full-time English teachers: all are English specialists, passionate about their subject and experts in their field. The majority of our team have their own classroom base as well as use of a large faculty office and resource room. The team consists of a Head of Faculty, a Key Stage 3 Coordinator and Key Stage 4 Coordinator, and four members of the faculty are members of SLT. We are also fortunate to have the support of a Cross-Curricular assistant.

## Resources

Each classroom is equipped with a large whiteboard and projector and each English teacher is issued with a laptop. We work collaboratively and there is a plethora of resources available for all teachers to access on our shared Google drive. We have an impressive array of class readers that are freely available for teachers to use in their classroom as well as supportive material and textbooks related to the GCSE and A-Level specifications that we deliver. Most importantly, we have access to a fantastic school library where we regularly hold lessons for Key Stage 3 students.

## Key Stage 3

Students are taught in mixed ability form groups in Year 7 and 8 as we believe that literacy skills are developed over time and students benefit from being given the opportunity to foster and hone their skills and become resilient readers and writers before being placed into sets. In Year 9, students are placed into mixed ability groups with the exception of two foundation bands. This enables us to differentiate our teaching and focus on foundational skills for those who need this additional support. There are set Schemes of Work for each term or half term at KS3 which introduce a variety of texts and language use to students, from the study of some of Shakespeare's most notorious villains, to creative and humorous writing, to analysis of short films to an appreciation of spoken language and rhetoric. However, we encourage creativity and appreciate that teachers will want and need to adapt their teaching to the needs of their students and based on their own interests. Our Schemes of Work are therefore created to enable teachers to modify them and select what elements they wish to focus on. These are also regularly reviewed to ensure our teaching remains relevant, engaging and interesting. We also introduce students to key figures and narratives from Classical Civilisations through reading and through engagement with an online vocabulary-building package, 'Vocabulous', which explores word roots and their applications. In addition, in Year 7, we also run the Kings' College, London pedagogical programme 'Let's Think in English' in fortnightly lessons to encourage students to develop their oracy skills and become critical, independent thinkers.



## Key Stage 4

We begin teaching the GCSE syllabus for both English Language & English Literature in the Spring of Year 9 with the study of 'An Inspector Calls' and work on non-fiction texts. From Year 10 onwards, students are taught in one of four ability bands although all students follow the same course and study the same Literature texts. We follow the Eduqas syllabus for both Language and Literature with students studying Priestley's 'An Inspector Calls', Shakespeare's 'Macbeth', Dickens' 'A Christmas Carol' and the Eduqas poetry anthology. We do not use published textbooks or revision resources, but believe that the best material is that which is produced within the department and is targeted at our students and with their needs and what they have been taught in mind. We have therefore created our own revision packs for each element of the course that is available to students; a separate revision website that they are able to access; and a range of revision videos produced by the department to further support their revision. Students who require further support in English also receive an extra Core Skills English lesson every week.

A number of the team have been delivering A-level Classical Civilisation for many years, and this year we have introduced GCSE Classical Civilisation (OCR), We are keen to provide training and support for any of our English teachers with an interest in delivering this subject.

## Key Stage 5

At A-Level, we offer three different qualifications:

- A-level English Language & Literature (Eduqas);
- A-level English Literature (AQA Specification B);
- A-level Classical Civilisation

This means that, in the current Year 12 & Year 13, for example, we have over 100 students undertaking an A-Level with the faculty and several taking more than one. Teachers are free to choose the texts that they deliver at A-Level as we believe that teaching at this level works best when teachers are delivering texts in which they are experts and have a genuine personal interest.

We achieve impressive results in all three A-Levels that we offer: it is not unusual for over two thirds of students to achieve A\*-B grades in these qualifications. Moreover, many students go on to pursue a range of linked degree level subjects, including at Oxbridge, and the faculty offers them regular assistance in their applications through writing references, undertaking practice interviews and advising them.

## Extra-Curricular

We also recognise the importance of offering students enrichment activities to enhance their learning and to develop a passion for all things literary, linguistic and creative. We run regular book clubs and creative writing clubs for students as well as annual competitions including a

speeches event, poetry recital and Spelling Bee. When possible, we also run trips to theatrical productions of the texts we study for both A-level and lower down the school as we recognise the value for students in seeing the works that they study being performed. In addition to this, we frequently have annual visits from theatre companies to further enrich students' understanding of Shakespeare texts as well as visits from authors who run workshops for whole years and targeted groups. At both KS4 and 5, we offer regular revision and intervention sessions to enhance students' knowledge and understanding.

We are always interested in offering new clubs and activities to students and would welcome any members of staff who would add to our extra-curricular programme.

## Support & Continuing Development

Our English Faculty is a collegiate one: we regularly share resources and best practice; we support each other in all we do; we are continually discussing and debating ideas; we are constantly discussing what we are reading. Lunchtimes are frequently spent together talking, sharing, and debating our views.

We are passionate about teacher development: we frequently have trainee teachers on the School's Direct Programme and on PGCE programmes from the Institute of Education and King's College London; and in addition, we have successfully supported a number of teachers through the ECT programme. Many members of the faculty act as mentors and we value the fresh ideas and approaches that new teachers often bring to the department. There are also ample opportunities for professional development, as reflected by the fact that so many members of the department have additional responsibilities. Meetings often involve an element of training; teachers are encouraged to attend courses such as those run by the English and Media Centre and we value those who undertake marking for exam boards and the additional expertise that this brings.

Most importantly, we are a team who work together collaboratively to support each other and ensure that we are giving students the best experience possible in their English lessons and developing in them a lifelong love of literature.



## Why work at Queens' School?

- A school community with a passion for learning
- Excellent attainment and progress at A-level and GCSE
- Ofsted 'Good'
- Teachers' pay enhanced through the Fringe Allowance
- Pupils eager for success
- Supportive parents who value education
- Caring colleagues
- Excellent professional development and guidance
- Highly regarded senior team driving forward improvement
- Teaching and learning at the top of the agenda
- Happy friendly school community
- A holistic approach to student development
- Pupils are proud and enjoy learning
- Large range of extra-curricular opportunities: Sports; Arts; CCF; DoE; Debating



## The Vision

### A Great School

- Outstanding achievement and progress for all students
- The highest quality teaching
- The highest standards of personal behaviour and individual responsibility
- A culture of high expectations, aspiration and scholastic excellence

*'Daring to be Great by pursuing our values of Scholarship, Tenacity, Altruism and Respect.'*



## Partnerships

- The Watford Partnership: a network of local secondary schools committed to high quality training of teachers;
- SWSSH: a network of local secondary schools committed to inter-school dialogue and collaborative guidance and practice.
- Established partnerships with School Direct and Universities supporting professional development
- Watford and Hertsmere School Sport Partnership
- CCF partner with Aldenham Independent School.
- UK Career Ready
- Partner schools in Zambia and Taiwan



## A Desirable Location

- Large site set in 52 acres of playing fields
- Attractive area on the outskirts of Watford
- Easy access via excellent road links including the M1 and M25.
- Bushey Station is 20 minutes by train from London Euston

## Excellent facilities

- Commitment to renovation and rejuvenation of current buildings
- Modern and purpose built science labs
- Large purpose build sports centre
- Well resources fitness suite
- 12 all-weather sports pitches

- Outdoor classroom
- Google School
- Catering by Cucina



### Staff Wellbeing

- Staff wellbeing committee
- Access to our fitness suite
- Salary Sacrifice scheme
- Free eye tests
- Annual flu jabs
- Staff social gatherings ranging from weekly Friday night sports to our annual end of year party
- Coaching and mentoring culture
- Generous planning and preparation time
- Well-equipped staff room
- Complimentary refreshments throughout the day (Tea and Coffee)
- Service Awards
- Staff laptop

### Developing Your Career

- Strong collaborative teaching culture
- Coaching and mentoring culture
- Highly regarded school CPD Programme with a focus on Teaching and Learning Communities (TLC's) to improve pedagogy and practice
- Departmental Professional Learning (DPL) with a subject focus
- Range of personalised professional learning and development programmes to match aspirations:
  - Teacher Led Development Work (TLDW)
  - Postgraduate studies (Masters and Doctorate)
  - National Professional Qualifications in Leading (NPQ's)

### Staff testimonies

*'I have been given a number of CPD opportunities to develop not only my teaching, but my leadership skills which helped me secure the role of Key Stage 3 Coordinator in the Mathematics department'.*

*'I had been told great things about the school. The staff are extremely supportive and clearly care about the students and the school. This reflects on the atmosphere within classrooms and the students, who are motivated and want to succeed'.*

*'What drew me to Queens' was the ambition of the leadership team and the desire to raise the levels of student performance and aspiration whilst maintaining the unique character of such a large and multi-faceted school'.*

*'During the interview process I met numerous students and was bowled over by their enthusiasm for the school, particularly the House competitions, and their desire to balance school improvement with respect for long-standing traditions.'*

*'The staff have been extremely supportive and welcoming since my first day here, with many going the extra mile to make sure my move to the school has been as smooth as possible.'*

*'In my short time at Queens', I've witnessed a staff body committed to supporting the progress and wellbeing of all students, and for me, this is the mark of a great school.'*

*'I am well supported by my SLT line-manager and encouraged to try new ideas in the never ending search for better teaching and learning within the department.'*

*'Since joining Queens' I have not looked back. The students are amazing, the staff are really friendly and the SLT are always on hand as and when I need to call on them.'*

*'My team make coming to work fun and enjoyable every day. It's true what they say 'choose a job you love and you will never have to work a day in your life'.*

*'The Mathematics department are incredibly supportive and dedicated. Every member of the department works tirelessly to get the best out of every student.'*

## Alumni

- Anne Coffey MP
- Kenny Jackett Football
- Terry Johnson Playwright
- Jordan Littleboy Football
- Sean Murray Football
- Mark Oaten MP
- Callum Shinkwin Golf



## Find Out More

For further information about career opportunities or to find out about our current vacancies:

Website: [www.queens.herts.sch.uk](http://www.queens.herts.sch.uk)

Email: [office@queens.herts.sch.uk](mailto:office@queens.herts.sch.uk)

Twitter: @queenssch

Tel: 01923 224465

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## QUEENS' SCHOOL

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### Key Stage Co-ordinator Job Description

<b>Post title:</b>	Key Stage Co-ordinator within a Department
<b>Reporting to:</b>	Head of Faculty
<b>Purpose:</b>	Ensuring academic success, maximising outcomes for all students in the Key Stage.
<b>Main Responsibilities:</b>	Overall responsibility for the professional leadership and management of the Key Stage; High standards of teaching and learning; resources are used efficiently and effectively, and the curriculum is managed and developed in accordance with school policy.
<b>Grade:</b>	MPS/UPS + TLR 2a

#### Leadership and management

- Lead and manage the key stage motivating and appraising teachers to ensure that they have clear expectations and that high performance standards are achieved and maintained.
- Prepare, monitor and update annual key stage plans in consultation with colleagues.
- Ensure that the school policies and strategies are embedded in the schemes of work
- To ensure Risk Assessments and Health and Safety practices comply with national requirements
- Chair key stage meetings to ensure that they are used effectively to review performance and that actions are recorded and implemented.
- Make appropriate arrangements for classes when teaching staff are absent
- Deputise for the Head of Department/Faculty in his/her absence

#### Teaching and learning

- Exemplify in own practice the skills of teaching and learning typified by lead professionals, and ensure that good practice is shared throughout the subject.
- To ensure that teaching to be consistently good or outstanding



- Promote excellence in teaching and learning to ensure all students develop their potential and are equipped for life beyond school.
- Monitor and evaluate the quality of teaching and learning, identifying and sharing good practice and taking action to improve teaching and learning.
- Ensure that schemes of work are used, reviewed and modified to enable the maintenance and development of high standards of teaching and learning.
- Keep up to date with developments in the subject and education in general to ensure that best practice is adopted within the subject at the appropriate key stage.
- Ensure that the delivery and development of the curriculum is effective in meeting the needs of all students.

### **Extra-curricular activities**

- Seek opportunities for the provision of extra-curricular activities in the subject
- Actively promote interest in the subject outside the immediate physical and timetabled confines of the subject.
- Ensure that cross-curricular themes and skills are included in schemes of work

### **Management of resources**

- Manage the available resources efficiently and effectively
- Identify and collate the future resourcing needs and aspirations for the subject for consideration in the school budget planning process.

### **Quality assurance**

- Ensure that within the key stage individual student progress is regularly assessed, recorded and reported and used to inform future teaching.
- Monitor the use of performance and benchmarked data to ensure that high standards of learning are achieved and maintained.
- To implement policies and practices for assessing, recording and reporting.
- Liaise with the Examination Officer to maintain accreditation with relevant examination bodies

### **Training & development of self and others**

- As a lead professional set personal targets and take responsibility for own continuous professional development.
- Ensure that training needs within the key stage are identified and appropriately met.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work

This job description may be subject to review and/or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing

jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests

### **OTHER SPECIFIC DUTIES**

- To carry out the duties in the most effective, efficient and economic manner available
- To support the school ethos
- To maintain confidentiality at all times
- To carry out and communicate Queens' School's values in all aspects of work
- To contribute to the safeguarding and promotion of the welfare and personal care of students with regard to Child Protection Procedures

***In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post at the appropriate grade.***

***Please Note that:***

***All teacher must carry out the duties of a schoolteacher as set out in the Schoolteacher's Pay and Conditions Document***