

QUEEN ELIZABETH'S HIGH SCHOOL

11-18 Mixed Grammar School

Headteacher: Mr David Allsop, BA(Hons) MSc NPQH



Vacancy Information Booklet

PE Intern

Temporary/Part-time

*12 Hours per week (over 2 days)/38 weeks pa (term time only)
for one year*

Grade 4:9

To start 2nd September 2019

Closing Date: Midday on Wednesday 20th March 2019

Inside this booklet you will find information about QEHS, more details about the vacancy, a detailed job description, as well as information about how to apply.



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. Tel (01427) 612354 ·

Website: www.qehs.lincs.sch.uk Email: office@qehs.lincs.sch.uk



THE SCHOOL

Queen Elizabeth's High School is a school where children can grow and develop into successful young adults who are equipped with the knowledge, skills and qualifications to follow their dreams and aspirations. Qualifications are a key element of that success and our past results at both GCSE and A level speak for themselves; we are regularly listed in The Times top 200 schools list. However, education is more than that, and here at QEHS we provide a safe environment in which young people can grow and learn who they are, what interests them and who they would like to be in the future.

Intellectual curiosity is encouraged, as is scholarship. Our House system encourages healthy competition as well as developing team work and leadership. It also forms the basis of our pastoral support and all students are allocated a house when they enter in Year 7.

At QEHS we are proud of our heritage but are always looking forward, embracing changes which will benefit our students both now and in the future.

QEHS is very much a local grammar school and we are pleased to have made the positive choice to remain with the Local Authority. This allows us to continue to work both within our immediate locality and also more widely across the Counties that surround us, providing outstanding education and aspiration to the young people of Gainsborough and its surrounding villages and towns.

The governors, staff, parents and students all created our School Aims which are as follows:-

- *At Queen Elizabeth's High School, we aim for high standards in all we do.*
- *We strive to fulfil the potential of each student. We set out to develop knowledge, understanding, skills and values and we encourage endeavour and achievement of all kinds, academic, sporting, artistic and personal.*
- *We aim to achieve this through a carefully planned, broad education in which enthusiastic teachers use a variety of teaching styles in activities inside and outside the classroom. We work hard to involve students and parents in responsibility for learning. Staff set themselves high standards and expect the same from students. All members of the QEHS community are encouraged to contribute to the whole and from that gain a genuine sense of belonging.*
- *We aim to maintain a friendly and caring atmosphere, in which students and staff share a mutual respect. We expect responsible behaviour from students; they can expect fair treatment from staff. We intend to keep parents and students fully informed about our policies and achievements and to listen to their views.*
- *When they leave Queen Elizabeth's High School, we want students to be well-balanced adults, inspired to continue their learning and able to contribute positively to society. We recognise that school provides a solid and firm foundation upon which students build their lives. As such, we focus on traditional values set in a modern-day context.*
- *Queen Elizabeth's High School is committed to the highest possible standards of child protection.*

Staff appointed to the School would need to be comfortable with these aims and reflect them in their work. Existing staff are generous in giving of their time to support individual students and activities outside the classroom.

The selection criteria for student admission to QEHS in Years 7-11 benefits children of staff who have worked at our school for more than two years, or who are recruited to fill certain key posts such as this one. See the full Admissions Policy on our school website (www.qehs.lincs.sch.uk).

THE VACANCY

We are seeking to appoint a dynamic individual to this new post at Queen Elizabeth's High School. The successful candidate will add value to the department through their administrative, communication and organisational skills.

This is a fantastic opportunity to work in a forward thinking and progressive department. The role would be suited for an individual who has a desire to become a physical education teacher in the future. There will be loads of opportunities to develop your teaching, pedagogy and subject knowledge within the role with continual professional development available.

The successful candidate will be expected to:

- Keep a regular stocktake of PE department equipment and liaise with Head of department if anything needs replacing or ordering.
- The candidate will also be expected to participate in departmental meetings and taking minutes.
- Support the PE department within lessons, with focus on GCSE and A Level lessons to continue to development our outstanding academic results.
- Assist and develop teaching and learning resources.
- Help prepare equipment and resources for lessons.
- Helping with the organisation and running of events such as sports presentation evening, sports days, inter-school district competitions, open days and house sport events
- Creating and updating information display boards around the PE department and within the PE classrooms.
- Contribute to the school's programme of extra-curricular activities including both clubs and fixtures
- Cover PE lessons when there are staff absences
- Undertake other reasonable duties related to the job purpose required from time to time.

The PE department currently comprises:

- Mr Josh Burge – Head of PE
- Mrs Hannah Heathershaw (P/T) – 2nd in charge of PE
- Mrs Jayne Baldwin (also Head of Austen)
- Mr Tom Johnson (also Head of Elgar and Outdoor Education Coordinator)
- Mr Aaron Fearn
- Miss Sadie Snowden (P/T)

The successful candidate will work 12 hours per week for 38 weeks per year (two days per week/term time only). On occasions the postholder may be asked to join trips which are run out of term time. This will be a temporary, one year appointment. This post has been graded G4:9 which equates to £5,158 per annum.

This will certainly be a busy and demanding role, however the postholder will be working with a strong, committed and mutually supportive team. If you would like to know more about the PE department please check us out on twitter @QEHSPE or contact Mr Josh Burge (Head of PE) via the school office.

JOB DESCRIPTION



JOB DESCRIPTION & PERSON SPECIFICATION

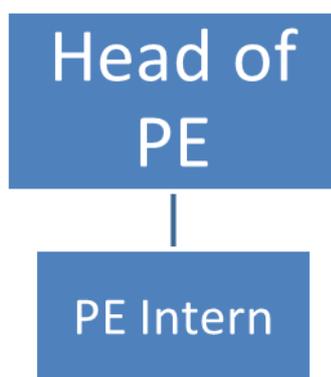
Director Area: Education/Schools	Job Ref Number: 02-643
Service Area: Queen Elizabeth's High School, Gainsborough	Grade: 4

Job Title: PE Intern

PURPOSE OF JOB:

To provide support to the PE Department in order to increase opportunities for students and raise attainment.

TEAM STRUCTURE:



MAIN DUTIES:

1	Support the PE department with sporting practices and fixtures (during the school day or voluntarily extra-curricular) as required. This may involve selection of and supervision of teams, motivating students to become involved in school sporting activities and refereeing matches.
2	Support the PE department with the organization and administration of PE related trips (e.g. ordering of kit, communicating with parents, organising itineraries, communicating with other members of staff).
3	Participate in departmental meetings as and when required to share good practice.
4	Support the PE department with organization of equipment in preparation for lessons and extra-curricular sporting activities. Keep up to date records of equipment stock. Assist in pre-class preparation.
5	Support the PE department in producing high quality teaching and learning resources for practical and theory lessons.
6	Support the PE department during lessons where necessary, providing additional support to the students.
7	Provide cover to support the PE department during staff absence.
8	Support the PE department in producing and updating displays.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Committed to supporting the department	A, I	✓	
Proactive and ability to 'think on your feet'	A, T, I	✓	
An interest in a wide range of sporting activities	A, I	✓	
Ability to motivate others	A, T, I	✓	
Ability to work effectively as part of a team	A, T, I	✓	
Good ICT skills	A, T, I	✓	
Excellent communication skills	A, T, I	✓	
Sporting/referee qualifications	A, I		✓
Excellent organisational skills	A, T, I	✓	

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the [Lincolnshire County Council Core Values and Behaviours](#) and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

HOW TO APPLY

The closing date for this vacancy is midday on Wednesday 20th March 2019.

Potential applicants are welcome to telephone (01427 612354) if they have any questions about the post. Please complete and sign the Lincolnshire County Council Standard Application Form (available on our website). A letter of application can be submitted to accompany the formal application form which must be succinct, limited to one side of A4 paper and is an opportunity to explain how you believe your own experience equips you for the post and also for you to outline how you would approach this new role at QEHS.

Completed applications should be submitted by email to recruitment@qehs.lincs.sch.uk **by midday on Wednesday 20th March 2019.**

We will contact your referees for a reference before the interviews and, for shortlisted candidates, the references will be taken into account in deliberations at the conclusion of the final panel interviews.

Candidates are asked to bring to interview evidence of all relevant qualifications listed on their application as well as certificates for A Level, degree, teaching and other qualifications acquired. Please also bring proof of identity, including at least one item of *photographic* evidence (current passport or new style UK driving license with associated counterpart licence). A document will be provided detailing which documents can support your application. Please be aware that at least one document should include your National Insurance number.

Queen Elizabeth's High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check.

Queen Elizabeth's High School is committed to staff development. The school is an equal opportunities employer. Our policy is to ensure that no job applicant or employee receives less favourable treatment because of race, colour or nationality, sex, marital status, religion or disablement. Members of staff are expected to set a good example in their appearance and smart office dress is a good guide for all staff.

Selection criteria and procedures will be frequently reviewed to ensure fair treatment and efficient selection. Successful applicants will be provided with access to the Staff Handbook in plenty of time to prepare for their new post. We are always happy to see new staff in school if they are able to visit us for preparation before taking up their appointment. There is an induction programme for new staff.

QEHS and Lincolnshire Children Services are committed to the highest standards of child protection staff development

THE TOWN



Gainsborough is situated in the north of Lincolnshire on the banks of the River Trent, the County's western boundary. It is within easy reach of the A1 and is Britain's most inland port, with a population of just under 20,000. Gainsborough's Old Hall, a fifteenth century manor house, is a local tourist attraction and, though it sits in a generally agricultural district, the town has both light and heavy industry.

Education in Lincolnshire schools is uniform to the end of the primary phase, but there is a range of good schools in the secondary sector, varying from selective to comprehensive. There has been more than the national average of academy conversions over the past few years. In the Gainsborough area, there are a number of very good primary schools; in the secondary sector, as well as Queen Elizabeth's High School, there is The Gainsborough Academy (TGA), an 11-16 non selective school.

MORE ABOUT OUR SCHOOL

We have a thriving extra-curricular program in which almost all students take some part throughout the year. It includes wide-ranging house competitions from music, through cooking to drama, art and chess.

Students in all key stages are offered opportunities to visit France, Germany and Spain. There is a thriving German exchange programme for Year 10 and the 6th Form.

We have a full and growing international dimension to our offer which includes links with schools in China and Tanzania with regular exchanges of students and staff.

Each year the School holds an Inter-House Debating competition sponsored by the local Rotary Club. Winners go through to the 'Youth Speaks' competition in Lincoln.

Every two years the Geography department organises a trip for some students to Iceland