

Dear Applicant

September 2018

Fixed Term Teacher of English 1.0 FTE – required from October 2018 - Main Scale / Upper Pay Range for a Maternity Contract.

Thank you for your interest in this post. I hope you find the information below helpful and would suggest that you also look at our website which contains more information about the school, before you decide whether to apply.

Queen Elizabeth High School was inspected in April 2012 when our overall effectiveness was judged to be “Good”. Since then we had a short inspection in November 2015 confirming this judgment. We have made rapid improvements in all aspects of our work in recent years and our outcomes are now higher than most schools in the North-East.

In August 2017 80% of students achieved 9-4 grades in English and Maths and we have an expected Progress 8 figure in the region of +0.5 - higher than most schools in the region.

This school is successful and improving because:

- We continue to appoint specialists who love their subject and are able to teach it up to A Level
- We employ and develop outstanding teachers
- We have an excellent curriculum and our academic advice and guidance is second to none, meaning students take courses which match their needs, abilities and aspirations
- We offer an exceptional range of extra-curricular opportunities for all students
- We are inclusive and genuinely care for all our students

From September 2017 the English department has consisted of 8 full-time equivalent teachers, offering courses in Year 9, key stage 4 and in the sixth form.

The strength of our school is the commitment of the staff and their support for each other and the students they work with. It is a lovely place to work with friendly, talented and co-operative students, and very supportive parents. If you would like to work in such an environment and believe you have the ability to help us to raise achievement further then we would be delighted to receive your application.

Please read the person specification carefully and ensure that your letter of application fully addresses each requirement and provides evidence from your present or previous roles (or from your teaching placements in the case of ITT students) of how you meet these requirements. We wish to appoint staff who:

- can quickly, and with our help, develop into outstanding teachers who achieve outstanding outcomes for students in their care
- respond positively to challenging improvement targets and will help us to raise achievement further
- enjoy working in a team
- contribute to the life of the school and to our extensive range of extra-curricular activities
- have the ambition and capacity to go further in the profession

The following documents are enclosed:

- job description and person specification
- an application form + Criminal Records Declaration Form

- guidance notes for applicants and Northumberland County Council's Equality in Employment Policy

If you wish to apply for this post, you should return the following two documents –

1. Application Form - please complete all parts of the application form as fully as possible as detailed above.

2. Criminal Records Declaration Form - This form explains that a satisfactory Enhanced Certificate of Disclosure of Criminal Convictions is an essential requirement for this post. You must complete either Box A or Box B. If you need to complete Box B you must disclose all unspent convictions, cautions, reprimands and warnings. Please note that any convictions, cautions, reprimands or and warnings in relation to sexual offending, violent offending and/or safeguarding cannot be considered to be "spent" and therefore should be disclosed.

It is important that the school has information about whether or not you have any convictions so that this can be discussed with you at interview. Failure to return the Criminal Records Declaration Form before interview (and, in the case of the successful candidate, failure to subsequently obtain a satisfactory Enhanced Certificate of Disclosure from the Disclosure and Barring Service) will unfortunately disqualify you from further consideration for this post.

Please note that disclosing criminal convictions will not necessarily prevent you being appointed. This information will be considered in light of its relevance to the post, as set out in the Criminal Records Code of Practice for Staff and Volunteers.

All applicants are required to complete Box C. This information is necessary to facilitate the appointment process if you are successful in your application for this post.

The closing date for applications is 20 September at 3:00pm, 2018. Applications can be returned by email to rstokes@qehs.net or by post to Rachael Stokes, Trust HR Admin Assistant, Queen Elizabeth High School, Whetstone Bridge Road, Hexham, NE46 3JB.

Thank you again for your interest in this post. If you would like to discuss any aspect of the role with me prior to making an application, please do not hesitate to contact me

Yours faithfully

James Andriot
Head of School