



QUEEN MARY'S GRAMMAR SCHOOL

Academic in purpose - Generous in approach - Enterprising in spirit - International in outlook



Information Pack

Queen Mary's Grammar School
Sutton Road,
Walsall,
WS1 2PG

01922 720696

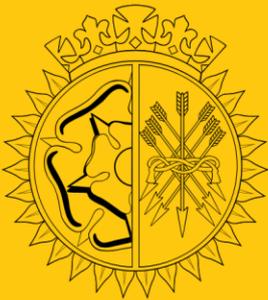


Contents



Welcome

Page 3



About us

Page 4



Location

Page 5



Benefits of working at QM

Page 6



Safeguarding & welfare officer role

Page 7-8



The Mercian Trust

Page 9

Welcome



Queen Mary's Grammar School was founded in 1554 by Mary Tudor. We have been shaped by our past and are proud of our traditions, but we are also confident of an exciting future as we help to shape the new educational landscape.

Queen Mary's is an academically selective school. It is our aim to support pupils to achieve their full academic potential. We value the life of the mind and want to pass on a love of learning.

Outside the classroom, we offer a range of life-enriching opportunities: time at our Field Centre in Wales; membership of our thriving Combined Cadet Force; individual and team sports; foreign exchanges and travel; participation in music, drama and many other activities. We believe that achievement and enjoyment go hand in hand.

We equip our pupils to meet the challenges of a rapidly changing world. Most choose to go on to Higher Education. Through partnership between School, pupil and parents, we aim for the examination success that will open doors to the very best HE institutions and international employers. We were rated as 'outstanding' by OFSTED and it is our mission to attain excellence in all that we do.

Our House system celebrates the four pillars of school life at Queen Mary's: an academic focus, an international ethos, an enterprising spirit and a sense of community. We enjoy our social, cultural and ethnic diversity and recognise our many privileges. We are keen to share what we have - experience, expertise, enthusiasm - both with those who live on our doorstep and those from further afield.

To do so is very much in the spirit of our motto *quas dederis solas semper habebis opes*: it is what you give that you will keep as eternal riches.

Richard Langton

Headmaster

About us

Queen Mary's Grammar School is an invigorating and rewarding place to work: the pupils are intelligent and committed to study; the staff are friendly and forward looking. It is far more than just a place of work – it is a thriving community, proud of its past and confident of its future. In November 2008, it was recognised as 'Outstanding' by Ofsted.

There are currently nearly 1100 pupils on roll, including over 400 in the Sixth Form. The School has an outstanding academic record and regularly features in the upper reaches of the national league tables. In 2018, 67% of GCSE grades were 7-9 (A*/A) and 70% of A Level grades were A*, A or B. Our value added scores are particularly impressive (with a Progress 8 score of +0.55 in 2018); we do not rest on our laurels, but encourage all our pupils to take up the challenge of realising their full potential.

In June 2011, the School converted to Academy status and we have undertaken a series of exciting building projects over the past 8 years, including a new Sixth Form Centre, Science labs and a Humanities wing, music and PE refurbishments, as well as a new dining room and reception. We partnered a local Charity in the founding of Walsall Studio School in 2012 and were a founding member of the Mercian Multi Academy Trust (along with five other schools) in January 2018. We are also expanding, adding additional capacity through the building of extra science rooms and improving Design Technology and Art facilities.

The School encourages an enterprising and international outlook: we have enjoyed trips, expeditions and exchanges all over the world in recent years and have many successes in national competitions but also carry out a wide range of vibrant and formative trips and experiences closer to home such as theatre visits, visiting speakers and the mental health ambassadors programme. In fact, we are incredibly proud to be appearing in Ross Morrison McGill's (aka Teacher Toolkit) upcoming book showcasing our mental health work with staff and pupils.

We want our own pupils to lead happy and fulfilled lives. Learning here is not just about passing exams, but about enjoying the life of the mind. We also encourage all our pupils to take part in a wide range of enrichment activities in sport, drama and music, in the Combined Cadet Force and at our Field Centre on the Afon Mawddach in Southern Snowdonia.

You will notice a relaxed working atmosphere as you walk round the school. Our pupils come from diverse backgrounds, but they all thrive on the sense of support, encouragement and care that characterises Queen Mary's.

Location

Queen Mary's Grammar School,
Sutton Road,
Walsall,
West Midlands
WS1 2PG

Tel: 01922 720696
Fax: 01922 725932

Queen Mary's Grammar School is located on the Sutton Road, in the leafy south of the town and close to the centre of Walsall. Travel to the school is very convenient, being approximately 10 minutes' drive from both junctions 7 and 9 of the M6.

There are good bus links from Birmingham to Walsall (with the 51 and X51 buses) and there is a direct train route to Birmingham from nearby stations in the town centre, Bescot Stadium and Tamebridge Parkway.

The close proximity of Walsall, Wolverhampton and Birmingham City Centre provides excellent access to shopping, leisure facilities, museums, cinemas and a wide range of nightlife.

House prices in Walsall are also very competitive compared to the Midlands as a whole and there is a range of good local primary schools and nurseries for those with young families seeking to move close to Queen Mary's.

Benefits of working at Queen Mary's Grammar School

- The opportunity to teach outstandingly gifted and intelligent students who have a real motivation to succeed.
- A thriving and expanding school that achieves enviable examination success at both GCSE and A Level.
- Professional autonomy in the classroom – you are encouraged to teach in a style that suits you and your subject!
- A senior leadership team that is approachable and fair in its approach
- Plenty of opportunities for professional development in the school, across our MAT, and externally.
- A real sense of community, both amongst staff and pupils.
- A dedicated induction programme for new staff and NQTs to ensure you are supported.
- We take our mental health seriously, always considering work load and staff wellbeing.
- We are encouraged to organise school trips, travelling across the globe.
- The chance to play a key role in the wider life of the school, from involvement in the CCF and music, coaching of sports teams and countless other opportunities
- Career progression – many of our current middle and senior leaders are home-grown promotions from within

Some quotes from the Good Schools Guide about us:

"...QMGS is a calm yet bright environment."

"There are no elephants in the rooms at QMGS - mental health and well-being of pupils and staff alike are taken very seriously."

"There is no 'typical' QMGS pupil. Students come from a wide range of backgrounds. This is what perhaps makes QMGS stand aside from the usual grammar schools."

"QMGS is rich and fulfilling for both students and staff. A school with one foot in the past and the other in the future."

Find out more

You can find out more about our amazing school at <http://www.qmgs.walsall.sch.uk>

Alternatively, for a real flavour of daily life at QM follow us on Twitter at @QMGS1554

The Role:

Receptionist / Administrative Assistant to the Sixth Form

Purpose of Job:

To work with the Head of Sixth Form, the Sixth Form Operations Manager and the SLT with strategic leadership for the sixth form in carrying out the day-to-day operation of Years 12 and 13. The role is front-facing and customer service-driven as the first point of contact between the School, Sixth Form students, parents and the wider community. It is intended to include Reception duties, administrative support, coupled with pastoral care and guidance to the young men and women of the sixth form.

Job Description:

- The duties may include any or all of the following:
- Contributing to the overall ethos and high academic achievement of the School;
- Promoting a positive working environment within the Sixth Form conducive to the School's high expectations and work ethos;
- Establishing a productive working relationship with pupils, acting as a role model and setting high expectations;
- Entering and maintaining Sixth Form information on SIMS; CPOMS and BioStore
- Overseeing aspects of Private Study and Sixth Form detention, including amendments to timetables
- Overseeing attendance, punctuality and signing-in procedures within the Sixth Form and producing appropriate and timely reports using SIMS to inform intervention;
- Receive communication from parents and carers via phone, email and in person and direct as appropriate
- Collating academic and pastoral transition data for new Year 12 and presenting data to appropriate colleagues for suitable interventions
- Act as Point of Contact for the Mercian MAT, including registration and transport
- Provide first line of pastoral care in conjunction with the Sixth Form Operations Manager
- Take responsibility for the Bateman Room and the Upper Floor of the Collier Centre – appearance, displays etc
- Supporting the administration and organisation of Sixth Form-related events such as open evening, parents' evenings, Futures Evening, HE Fair etc.
- Assisting with the administration of the UCAS process and the 'Unifrog' programme, including chasing up of errors and non-completion;
- Supporting the collection and presentation of Sixth Form work experience information
- Assisting with the administration of university admissions tests;
- Promoting good pupil behaviour (especially in the Sixth Form Centre), dealing promptly with conflict and incidents in line with the School's policy;
- Liaising with teaching and pastoral staff as appropriate;
- Taking a role in the promotion of positive student welfare;

- Liaising with the Sixth Form pupil leadership team and the prefect group in the effective running of duties and school activities, including administration of the PSLT selection process
- Encouraging pupils to interact and work co-operatively with others and engage all pupils in activities;
- Taking registration as necessary;
- Providing input into sixth form strategy planning, including promotion and advertising of the sixth form;
- Being available to support GCSE and A Level results days every August
- Working alongside other associate staff in the running of mentoring programmes;
- Being aware of, and complying with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- Being aware of and supporting diversity and ensuring all pupils have equal access to opportunities to learn and develop;
- Participating in training and other learning activities as required;
- Supervising pupils on visits, trips and out of school activities as required;
- Attending and participating in meetings, as required;
- Carrying out any other duties as may reasonably be requested by the Headmaster, other members of the Senior Leadership Team or the Head of Sixth Form.

Person Specification:

Preferred skills, personal attributes or experience

- Good numeracy, literacy and IT skills: familiarity with IT systems, especially SIMS;
- Ability to relate well to children and adults;
- The ability to communicate effectively, verbally and in writing.
- Ability to work constructively as part of the pastoral team, understanding classroom/pastoral roles and responsibilities and your own position within these.
- Ability to deal with colleagues and pupils in a manner appropriate to each
- Ability to react positively and remain calm under pressure

Salary

New 2019 NJC Scale Points 11-17 (corresponds to 2018 scale of points 22 to 24)

Closing date: Monday 10th June May 9am

Interviews: Thursday 13th June 2019

The Mercian Trust

Queen Mary's Grammar School is a Founder Academy the Mercian Multi-Academy Trust.

According to the National Schools Commissioner, Sir David Carter, MATs exist:

- To secure school improvement and develop people
- To encourage good governance and proper risk management
- To secure the financial health of all its academies

We sign up to those ambitions. In our MAT, the Mercian Trust, we choose to pursue life to the full in the business of education.

The name of our Trust is significant. It is both rooted in royal history and expresses a geographical identity. Mercia was an ancient kingdom comprising parts of Cheshire, Derbyshire, Nottinghamshire, Staffordshire, Worcestershire and, crucially for us, what we now call the Black Country. It was in Mercia that St Chad established learning communities which fostered a sense of common purpose. A thousand years ago, they spoke of bonds of kinship. Today, we want to adopt the same spirit in our approach to relationships within the MAT. So we very much hope that Y7 and Year 12 pupils joining us will feel that they are not only members of Queen Mary's Grammar School, but also of a wider family of schools.

We are convinced that we are stronger together. The Mercian Trust is already helping to shape the educational landscape in exciting ways. We welcome you to be part of that story.

The members of The Mercian Trust are: Aldridge School, The Ladder School, Queen Mary's Grammar School, Queen Mary's High School, Shire Oak Academy, Walsall Studio School

Our schools prepare pupils to live life to the full by equipping them to realise their full potential as learners; to thrive in the world of work; and to make a positive contribution to the local, national and international community.

You may have heard about some MATs that seem to have turned into big businesses. That is not our view of what education should be about. That is why Queen Mary's Grammar School wanted to be right at the heart of decision making of what our MAT should look like.

The Mercian Trust respects the autonomy of its member schools but, through collaboration, it will foster strengths greater than the sum of its parts. Put simply, the Trust provides a framework for sharing expertise, enthusiasm and experience.

We think that is exciting ...

Timothy Swain (Chief Executive Officer, The Mercian Trust)