



# The Gryphon School

## **HEAD OF DIGITAL LEARNING START DATE JANUARY 2018**



The Gryphon School  
Bristol Road  
Sherborne  
Dorset  
DT9 4EQ



# The Gryphon School

## **HEAD OF DIGITAL LEARNING RECRUITMENT INFORMATION PACK**

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October 2017

Dear Applicant,

Thank you for expressing an interest in the post of Head of Digital Learning at The Gryphon School on a permanent basis in a full-time capacity. Accompanying this letter is information about the School and the Department which we hope will provide you with everything you need to know to apply for the post. The School website gives further details about us, as does the accompanying document, 'Additional Information for Applicants'.

This is a permanent, full-time post, commencing on 01 January 2018. Our new recruit will join as a middle leader and work collaboratively with a team of professional, experienced and able specialists, dedicated to continuing to provide the high level of teaching to which our students have become accustomed.

We are seeking to appoint an ambitious, creative and inspiring teacher with energy, enthusiasm and a love of Computing.

The successful candidate will have:

- a strong subject knowledge and passion for all aspects of computing and digital learning
- the ability to lead the outstanding use of digital learning across the school and to be the lead subject specialist
- the ability to promote high quality digital learning, equipping students to understand and transform the world through logical thinking and creativity
- the ability to embrace and contribute to the vision and direction of the i-Gryphon strategy
- the ability to play a full role in maintaining and enhancing the current high standards in the Department
- the ability to support, challenge and inspire our students, encouraging them to achieve the best they can through the promotion of outstanding teaching and learning
- excellent communication skills and the ability to celebrate and promote high quality teaching and learning
- the ability to be a team player who will go the extra mile to support students and who will enjoy the challenges of this role

The successful candidate will also teach Computer Science at GCSE and A-level, Information Technology GCSE and the Certificate in Digital Applications and Ks3 computing.

The Gryphon is a wonderful place to work and has a special atmosphere and feel. It became an academy in August 2012 to sustain the quality of our outstanding provision and is a founder member of the Sherborne Area Schools' Trust (SAST) a multi-academy trust established in June 2017. Since September 2017 we have been designated as a teaching school and are very excited about the opportunities that this new status will bring. In a recent national publication, The Real Schools Guide 2016, The Gryphon was rated as one of only two schools in Dorset as 5 stars; based on attainment, teaching, attendance and outcomes. The Good Schools Guide concludes that we are a 'Super much sought-after school at the very centre of its community taking on the Sherborne independents. Truly a model of comprehensive education at its best – a place for all comers, which children and parents set their heart on, so it bulges at the seams'.

Sherborne was named, in March 2014, by The Sunday Times as one of the best places to live in Britain, being described as 'one of the most drop-dead-gorgeous towns in the country' and having the feel of 'a small cathedral city'. This is boosted, it says, by the quality of its schools, both private and public. As well as being a beautiful rural country town, it has easy road and rail links to London, Bath, Bristol, Exeter and the glorious Dorset coast and countryside. It is a great area in which to live, offering something for everyone.

We are an outward looking school with excellent community links as well as strong relationships with other good and outstanding schools across the South West and nationally.

Teaching is often outstanding, and consistently at least good across all subjects and key stages. Teachers make lessons stimulating and practical and have excellent subject knowledge. They make sure students are very clear about what is demanded of them and how to improve. In 2014 Ofsted noted "Students consistently have very good attitudes to learning. They behave extremely courteously to one another, to teachers and other adults and work well whether collaborating in groups taking part in whole-class activities or on their own." The School's very positive entry in the Good School Guide describes pastoral care and discipline as 'exceptional'. Students are reflective, behave with great courtesy, and are heavily involved in working with staff to improve the school and the welfare of others. We are a comprehensive school serving a diverse community. Our high quality support staff make a real difference to our students.

The successful applicant will join a school that, in November 2010, was judged by OFSTED to be an outstanding school. In January 2014, the School was inspected again and many of the key aspects of the School were recognised as truly outstanding. These included:

- overall attainment which was judged to be very high and significantly improved since the last Inspection;
- the proportion of students achieving A\* or A grades at GCSE is well above national averages;
- students are exceptionally well behaved and feel very safe;
- the School's promotion of students' spiritual, moral, social and cultural development is excellent;
- the curriculum, advice and guidance leads to high levels of achievement and excellent behaviour;
- there is a strong ethos of striving for excellence, coupled with a concern for every individual;
- the governors are exceptionally committed to help the School improve further;
- students have numerous opportunities to participate in extra-curricular activities;
- students behave extremely courteously to one another, to teachers and other adults;
- the Sixth Form is outstanding – achievement has risen rapidly.

Since then the School has improved further. In 2016 our inspection as a Church School (SIAMS) judged us to be Outstanding. Our 2017 GCSE results were, once again, excellent against a national backdrop of tougher exams and significantly lower pass rates in many subjects. The proportion of students gaining 5 or more A\*-C grades including English and Maths was 72%. At A level, there was a pass rate of 99%, with 78% of students achieving A\*-C grades and 25% gaining an A\* or A grade. Both academic and vocational result were equally impressive and students taking the EPQ (Extended Project Qualification) achieved fantastic results of 70% at A\*-A grade.

In summary, there is a great sense of pride in what we collectively achieve, but we embrace the challenge for achievement to be even higher. Our special culture and ethos focuses on high achievement, for students to achieve the best that they can, both personally and academically, supported by the tremendous work and care of all our staff. We continue to strive to be outstanding in all aspects of school life.

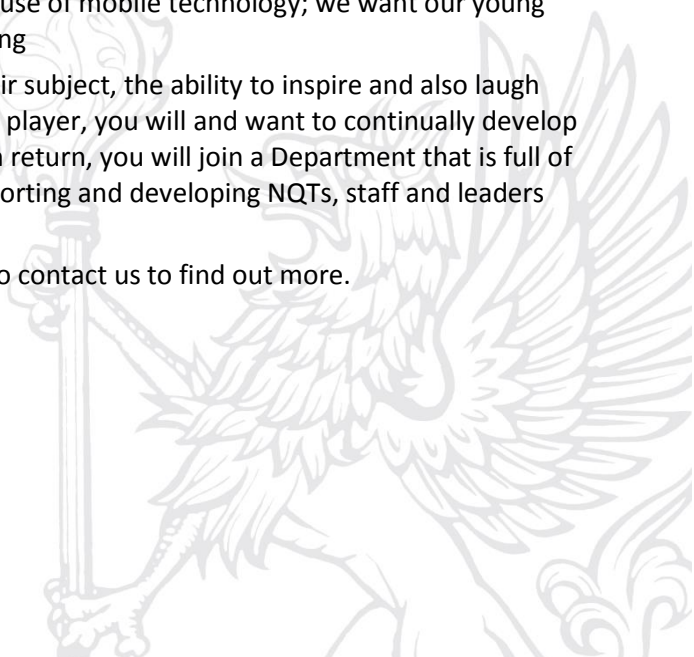
Of course, education is more than just exam results – we place great value on the personal development of each student. We aim for them to leave school as well-rounded young people with a strong sense of what is socially, morally and culturally acceptable, and to feel that they have a contribution to make to the wider community. Digital learning is important at The Gryphon School including the use of mobile technology; we want our young people to use technology responsibly and to enhance their learning

We are looking for someone with high expectations, a love of their subject, the ability to inspire and also laugh whilst enjoying the challenges of this role. You need to be a team player, you will and want to continually develop and pick up the best ideas from around the world in education. In return, you will join a Department that is full of activity, rewarding and friendly. We have a great record for supporting and developing NQTs, staff and leaders through our own training and links with NCSL providers.

You are very welcome to visit us in advance of an application or to contact us to find out more.

Very best wishes,

Nicki Edwards  
Headteacher



## THE APPLICATION PROCESS

We look forward to receiving your application by Monday 16<sup>th</sup> October 2017. The interviews will take place on Thursday 19<sup>th</sup> October 2017. You are asked to provide the following:

- A completed Gryphon application form
- A letter of application of no more than 2 sides of A4 detailing your experience and expertise

Completed applications should be returned either by post, marked 'Confidential' to Caroline Rabbetts, Leadership Support Manager, The Gryphon School, Bristol Road, Sherborne, Dorset DT9 4EQ or by email to her at: [Gryphon.HR@gryphon.dorset.sch.uk](mailto:Gryphon.HR@gryphon.dorset.sch.uk)

Should you wish to arrange a visit to view the School, please do not hesitate to contact Caroline who will also be happy to arrange this.

The Gryphon School, part of the Sherborne Area Schools Trust, has an absolute commitment to safeguarding and promoting the welfare of children. The School follows the national and Dorset policies and procedures for child protection and security and the interview will include questions about safeguarding children. Current and/or previous employers will be contacted through references as part of the verification process pre-appointment checks if the applicant is short listed. The successful applicant will be required to undertake an enhanced disclosure check with the Disclosure and Barring Service.

The Gryphon School, part of the Sherborne Area Schools Trust, is committed to equal opportunities and positively encourages applications from all sections of the community.







# The Gryphon School

## USEFUL INFORMATION: SCHOOL & ROLE

### The i-Gryphon Vision

To develop a digitally literate staff, student and parent body who actively interact on a regular basis with the school's digital offering

To provide learning resources and homework activities digitally through a highly usable platform which promotes 24/7, anytime, anywhere access to learning for both students and parents, and encourages students to pursue a love of learning

To provide staff, students and parents with real time access to data streams including assessment, behaviour and reporting to promote positive outcomes and allow interventions to be put in place more effectively.

**Please refer to the attached e-vision document for further detail relating to the school's digital strategy.**

### Current i-Gryphon Engagement

Launched to all parents last year the parent intranet portal has provided centralised access to news items and letters, as well as Progresso (School MIS system), i-lesson and Parents' evening bookings. To date we have recorded 8150 login's from 2247 individual parents. Positive parental feedback widely acknowledged the beneficial impact of these new digital initiatives.

Our student intranet portal provides anytime, anywhere access to learning for students. During the 2016/17 academic year we have reported 211,744 login's from students with 376,734 pages of content viewed.

The i-Gryphon mobile app has been downloaded by over 800 of our students. On average 491 students connect their own device to our wi-fi on any day.

We are delighted to report that IT resource engagement is strong with i-Pad trollies booked out for over 96% lessons and IT room availability maximised with 97% of lessons fully booked.

**Please refer to the i-Gryphon information for Parents and Guardians outlining an introduction to e-learning at the school.**

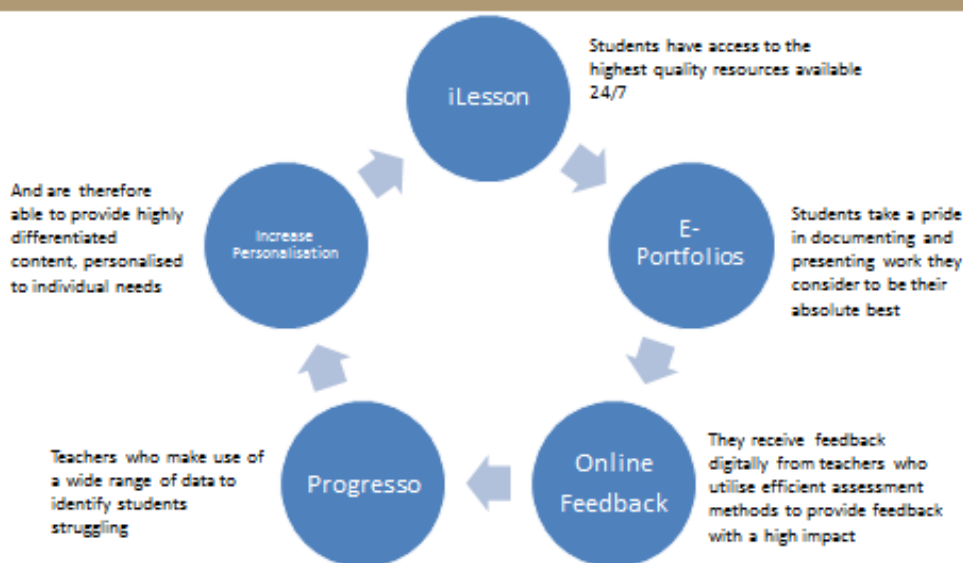
### Progresso

Progresso, chosen as the school's MIS, provides staff with real time access to data streams including assessment behaviour and reporting, to promote positive outcomes and allow interventions to be put in place more effectively. Progresso dashboards have been designed to highlight the data that staff need to access, directly to

their homepage. Attendance, behaviour and assessment information is now provided in real time to staff via easy to use dashboard widgets. Pupil premium data is readily available via dashboards to allow focus and any changes can be actioned immediately and new data distributed to the dashboards.

A key responsibility for the Head of Digital Learning is to support and work closely with colleagues to promote digital learning initiatives within the school. Our five current areas of focus are outlined below.

## Teaching and Learning



## Teaching and Learning

- In the coming months we are aiming to use technology to allow us to provide greater access, at a wider range of times to the things that we already do so well
- Whilst utilising the data that we collect to allow us to more effectively assign intervention to students not fully fulfilling their potential
- And allowing students to demonstrate and document outstanding outcomes whilst building a real pride in what they can achieve and encouraging them to pursue a love of learning



# The Gryphon School

## COMPUTING DEPARTMENT – USEFUL INFORMATION

Our computing team consists of full-time subject specialists who are passionate, dedicated and inspiring. We like to benefit from each other's extensive skills and work collaboratively to stay abreast of emerging technologies and developments within computing. Over the years we have established and maintained a good level of success in public examinations, at B-Tec, GCSE and A Level.

Our curriculum is designed to deliver a wide ranging basis for KS3 to position students to pursue different computing pathways at GCSE, B-Tec and A-Level.

As a department and more widely across the school we recognise the value of investing in hardware to support the IT curriculum and the school's i-Gryphon vision.

Please refer to the supporting document outlining the school's digital vision.







# The Gryphon School

## Head of Digital Learning – Job Description

<b>Job Title:</b>	<b>Head of Digital Learning</b>
<b>Reports To:</b>	Assistant Head – Curriculum and Performance, Headteacher
<b>Pay Grade:</b>	TLR2.2
<b>Responsible for:</b>	The quality of digital learning and communication between staff, student and parents.
<b>Department:</b>	Whole school teaching and learning
<b>Main Purpose of Job:</b>	

As a middle leader

- A. To lead the outstanding use of digital learning across the school and to be the lead subject specialist.
- B. To promote high quality digital learning, equipping students to understand and 'change the world' through logical thinking and creativity within the School including links with other subjects, and through involvement in competitions and in partnership with industry and outside organisations.
- C. To support students, staff, parents and governors to become competent, confident and creative users of ICT.
- D. To ensure digital learning enables all groups of students to fulfil their potential in terms of levels of progress, value-added and attainment.
- E. To lead Digital Learning by supporting, guiding and motivating colleagues.
- F. To promote inclusion of all students and their families and ensure their access to the curriculum and all school facilities and provision. To work with colleagues and external agencies in order to ensure that all digital learning is supported appropriately.
- G. To use data to monitor the usage of digital learning by staff, students and parents and to maximize support and intervention.
- H. To make a significant contribution to the special ethos and culture of the School through the development of a positive values/attitudes in which all students have access to a broad, balanced and relevant curriculum experience, which contributes to their personal and academic achievement.
- I. To promote the social, moral, cultural, spiritual and physical development of students, so preparing them for the opportunities, responsibilities and experiences of adult life.
- J. To be outward looking by analyzing, researching and interpreting relevant national, local and school data, research and inspection evidence to inform the practices, expectations, targets and teaching methods.
- K. To actively support and facilitate the development of literacy and numeracy through digital learning.
- L. To represent and promote the initiative and the school with parents, the community and external agencies to the highest professional standards.

### Main Responsibilities and Duties:

#### Quality of Achievement

- To be accountable for the effectiveness of the engagement of students with digital learning by evaluating the contribution made, the attainment and progress of all students.
- To develop, implement, monitor, maintain, evaluate and review digital learning policies and practices to ensure they reflect the School's commitment to raising achievement and improving the quality of education provided.
- To contribute to the School's self-evaluation procedures which will inform school and team SEEs and Improvement Plans.
- To work with students, middle leaders and teachers with tutorial/pastoral responsibilities to ensure that realistic expectations of digital behaviour and achievement are set for students.
- **E-Culture** - To monitor and evaluate the contribution of digital interactions to achievement and attainment including tracking student, staff and parent usage of digital platforms.
- **E-messaging** - To develop systems whereby progress grades are reported to parents, teachers and students digitally.

#### Quality of Teaching and Learning

- **E - Teaching** - To be a lead teacher of digital learning through outstanding personal teaching.
- **E – Behaviour** - To promote a positive learning environment, ensuring that there is a commitment to equal opportunities and student entitlement; ensuring that The Gryphon School Computer Access agreement is applied thereby establishing excellent digital behaviour across the school.
- **E - Evaluation** - To evaluate the quality of digital teaching through lessons observations, drop-ins, work scrutiny, learning

digital behaviour across the school.

- **E - Evaluation** - To evaluate the quality of digital teaching through lessons observations, drop-ins, work scrutiny, learning walks etc. across the school.
- **E-Access** - To lead access to interactive learning resources 24/7 and through a variety of platforms such as mobiles, tablets and PCs.
- **E-Training** - To take the lead in training staff in e-learning through personal example, leading sessions and working with other staff including the iGryphon Co-ordinator
- **E-Collaboration** - To develop and promote mechanisms by which students and staff can work collaboratively
- **E-Curriculum** - To co-ordinate the preparation and development of digital courses of study, teaching materials, teaching programmes, methods of teaching and assessment to meet the needs of the students.
- **E-assessment** - To work towards all stakeholders having access to current attainment, targets, markbooks and reports electronically.
- **E-Portfolio** - To develop mechanisms by which a student's E-portfolio will become the primary method by which they are assessed on entry, evidence their achievement and interact with mentors and the outside world.

#### Leadership and Management

- **E-vision** - To develop a clear vision and strategy for the delivery of digital learning and communication between stakeholders students, staff, parents and governors
- **E-integration** - To develop systems that integrate the MIS, VLE, website and other digital platforms within the school
- To have high and challenging expectations of staff and students
- To be outward looking, seeking to research and implement the best ideas nationally and internationally
- To ensure effective quality assurance in the day-to-day management of digital learning
- To monitor the progress made in achieving plans and targets, and evaluate the impact on teaching and learning
- To produce a Self-Evaluation Plan and development plans in line with the School Improvement Plan.
- To manage and administer the digital learning budget in association with other iGryphon staff, and monitor the progress made in achieving plans and targets, and evaluate the impact on teaching and learning
- To support the appraisal of staff and evaluate the impact on teaching and learning
- To create and maintain effective working relationships by promoting a creative and collaborative working environment
- To contribute to the recruitment of staff, and induct new staff including newly qualified teachers
- To liaise with, and co-ordinate the contribution of external agencies
- To ensure a stimulating, clean and well organised learning environment through a real attention to detail
- To liaise with parents over the provision for their children, providing information on targets, achievements and progress and have oversight of any planning meetings

#### Other Duties

- To teach students within the School and carry out other associated duties as are reasonably assigned by the Headteacher
- To attend Parents' Evenings, Heads of Department meetings and other appropriate groups as required
- The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.

#### Additional Information

The professional duties of the post are those detailed in the School Teachers' Pay and Conditions document and the national Teachers' Standards in England.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

The Gryphon School is committed to safeguarding and promoting the welfare of children and young people and values the diversity of our workforce and welcomes applications from all sections of the community. Successful candidates will be subject to an enhanced Disclosure and Barring Service check.



# The Gryphon School

## The Gryphon School Person Specification

### Head of Digital Learning

#### Inter-personal attributes

- Able to build relationships quickly, with humility and empathy, whilst showing respect to others - students, parents and colleagues - to get the best out of them
- Positive, optimistic, caring, kind and approachable
- Willing to be immersed in the life of a busy and successful school

#### Communication and Interaction

- Communicate clearly and accurately both orally and in writing
- Able to listen and respond appropriately
- Flexible to adapt your style in different situations
- Strong and confident ICT skills for teaching and management
- Contribute as a great team player

#### Planning and Organising

- Manage daily responsibilities and priorities
- Work efficiently and effectively to meet deadlines and deliver successfully
- Design, produce and share high quality learning schemes and resources

#### Knowledge

- Good honours degree and/or relevant high level expertise
- A real knowledge and interest in educational issues, approaches and alternatives from around the world
- Strongly support the ethos and culture of the school

#### Leadership

- Have an exciting vision for your subject which can be shared and constantly enhanced
- Proactive and confident, yet humble and considered
- You can inspire and motivate others
- Make informed decisions on a daily basis
- Ensure high professional standards including student progress of all groups of students

#### Problem Solving

- Enjoy facing new challenges
- Find, propose and lead solutions
- Use resources, intellect, creativity and innovation to be successful

#### Resilience

- Hungry for a challenge
- Have patience and endless energy to persevere through the challenging moments
- Tenacious and versatile
- Maintain a positive mindset

#### Self-evaluation

- You are aware of strengths and weaknesses
- Strong desire to learn from others so that you can be even better
- Able to share, train and support others

We are interested in all these attributes for colleagues joining the Gryphon family but appreciate that some will be areas that you have a desire to develop and grow with our support once you are here. A sense of realism and humour are really important



# The Gryphon School

October 2017

## **The Gryphon School – Support for Staff – What we provide.....**

### **High Quality Professional Development**

- INSET Programme with national speakers eg Sir John Jones, Simon Mayo
- Time is provided for learning and development in everyone's staffing allocation
- Middle leader training programme
- New staff induction programme
- 2<sup>nd</sup> year teacher programme
- Opportunities for sharing of best practice and expertise
- Encouragement of individual action research through appraisal
- Opportunities to mentor student teachers on ITT, Schools Direct, volunteers and other routes

### **Support for Teaching**

- Investment in resources, facilities and the environment
- Outstanding ICT infrastructure including WiFi, resources
- Strong departmental support structure
- Free ipad for all teachers
- Timetabling ensures specialist teach in their subject areas and there are rarely any split classes
- Designated support for reprographics, trip management, student behavioural support, SEND needs etc
- Dedicated team of school cover supervisors

### **Links with other schools**

The Gryphon is outward looking and a lead members of various school development groups. This facilitates visits, exchanges, subject sharing, leadership support and enhanced student opportunities.

- Jubilee Group – eight schools across the SW from Devon to Wiltshire and Gloucestershire
- South West Academies Group – nine academy schools across Devon, Somerset and BANES
- North Dorset – five secondary schools, a Special school and a PRU
- Sherborne Schools Partnership of nine feeder primary schools with whom we have excellent cross-phase academic collaboration Y6-8 curriculum and transition.
- Since 2014-15 we have been part of the national PiXL group
- Member of the Jurassic Coast Teaching School Alliance

### **Health and well-being**

- Our own specialist HR Manager and team
- Membership of Carefirst providing free welfare counselling, free Occupational Health consultations
- Free Mindfulness sessions, aimed at improving mental wellbeing by enhancing good feelings about life and oneself
- Support from the School Chaplain



## Supporting families

- The Little Gryphons Nursery on site
- Supportive to colleagues for time off during periods of family illness/crisis
- Supportive of requests where possible to attend graduations, family weddings, special family events, house moves

## Practicalities – little extra touches

- Generous allocation and pattern of INSET Days to support staff learning and development and wellbeing
- Quality free seated lunch provided on INSET Days
- Generous food allowance whenever on duty (£4.00 per day)
- Generous business travel allowance
- Free on-site parking

## Strong Staff Community

- Very active, vibrant, Staff Social Committee who arrange an array of social events and activities across the year
- Large main staff room – and we hold weekly whole staff briefings
- Successful and very competitive staff sports teams playing other schools
- Staff voice events
- Amazing involvement in charity events, national days, productions, teams, public speaking, Duke of Edinburgh etc





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Website: [www.gryphon.dorset.sch.uk](http://www.gryphon.dorset.sch.uk)

## Head of Digital Learning

**Start Date:** 1<sup>st</sup> January 2018

**Closing Date:** **Monday 16<sup>th</sup> October 2017**

**Interviews:** **Thursday 19<sup>th</sup> October 2017**

**Salary:** Teachers' Pay Scales

**Contract:** Permanent basis: Full-time

**Contact Details:** School Office on 01935 813122, website on [www.gryphon.dorset.sch.uk](http://www.gryphon.dorset.sch.uk) or e-mail [Gryphon.HR@gryphon.dorset.sch.uk](mailto:Gryphon.HR@gryphon.dorset.sch.uk)

Embracing digital learning has been one of our key strategies over the last five years at The Gryphon School. We have an exciting middle leader opportunity for an enthusiastic computing subject specialist. With a passion for integrating and developing digital learning, you will lead its implementation and development across the school. The post holder will work collaboratively with teaching colleagues to explore and support digital learning opportunities to enhance classroom practice and transform student teaching and learning outcomes.

The main responsibilities of the role include:

- To lead the outstanding use of digital learning across the school and to be the lead subject specialist
- To promote high quality digital learning, equipping students to understand and transform the world through logical thinking and creativity
- Leading use of a VLE accessible to both students and parents for both learning resources and homework setting
- Leading wider developments such as such as Seating Plans, Resource Bookings, Parents' Evening Bookings & E-portfolios linked to the Management information System
- Further developing the deeply embedded culture of E-Learning within this school

The successful candidate will be educated to degree level in a computer-related discipline and will teach Computer Science at GCSE and A-level, Information Technology GCSE and the Certificate in Digital Applications and KS3 computing.

The Gryphon is a wonderful place to work and has a special atmosphere and feel. It became an academy in August 2012 to sustain the quality of our outstanding provision. The school is now part of a multi academy trust with its feeder primary schools. You will find Sherborne to be a centre for educational excellence as a beautiful rural country town that has easy road and rail links to London, Bath, Bristol, Exeter and the glorious Dorset coast. We are an outward looking school with excellent community links as well as strong relationships with other good and outstanding schools across the South West and England.

Teaching is often outstanding. Teachers make lessons stimulating and practical. They have excellent subject knowledge. The 2013 Good School Guide described pastoral care and discipline as 'exceptional'. Students are reflective, behave with great courtesy, and are heavily involved in working with staff to improve the school and the welfare of others. We are a comprehensive school serving a diverse community. The high quality support staff make a real difference.

Our special culture and ethos focuses on high achievement both personally and academically which comes from the tremendous work of all our staff and the great achievements of our students.