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APPLICATION PACK

Enjoy doing well at.....

Dartford Grammar School

An IB World School



Post: Cover Supervisor

Start Date: February 2018

(later by negotiation)

Salary: £17,950 fte (actual pro rata salary £15,146.85 gross per annum)

The post is permanent – part-time:

Term Time (39 weeks)



National Support School
designated by

National College for
Teaching & Leadership



Mandarin
Excellence
Programme

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An enhanced DBS check is required for all successful applicants.



ABOUT US

A learning community developing international citizens

Dartford Grammar School is a selective secondary academy for boys, which admits girls to its sixth form. There are six forms of entry to Year 7, and all of the students joining the school are from the top 25% of the ability range. The students come from Dartford, neighbouring towns and villages, and nearby London boroughs. The current roll is 1,485, including 625 in the sixth form.

Curriculum

The school provides students with a seven year innovative education programme, based on the philosophy of the International Baccalaureate Organisation. Dartford Grammar School has become the first British state school authorised to offer the IB Middle Years Programme to pupils in Years 7 to 9. Its sixth form programme is also exceptionally wide with courses leading to the International Baccalaureate Diploma. The IB courses are crucial to our ethos encouraging our students to be independent, creative and highly successful lifelong learners.

Students at Dartford Grammar School enjoy very high academic success. In 2017, and for the second consecutive year, more than 70% of GCSE grades were the equivalent of A*/A. Our Sixth Formers gained an average UCAS points score of 215 (new tariff). Almost all of Year 13 students proceed to university with more than 70% successful at Russell Group universities.

Ofsted Inspections

The school has been identified four times by Her Majesty's Chief Inspector of Schools (most recently in May 2011) as one of England's most successful schools and colleges, showing a sustained period of outstanding achievement.

Specialist Status

In September 1995, the school became one of the first two language colleges in the country. The school is committed to internationalism. While maintaining its high levels of strength in all curricular areas, the school is established as a centre of excellence for the learning of languages, offering tuition in ten. Following the 2008 Ofsted inspection the school was awarded Science as this third specialism and most recently achieved an additional Specialism Quality Mark in Sport.

The school is a leading Confucius Classroom, a leading Japan Foundation and Goethe Institute school and has been re-accredited with the International Schools Award at the highest level. Dartford Grammar School is an IB World School and the Sunday Times IB School of the Year 2017.

The school has recently been awarded 'Teaching School' status and works as a lead school across a local alliance of primary and secondary schools, providing additional professional development opportunities.

Buildings and Facilities

The school, founded in 1576, has occupied its present site since 1866. Additional buildings have been constructed since then, the major works in last 10 years being listed below:

2008	extension of sixth form centre adding five teaching rooms;
2009	the remodelling of the Mick Jagger Centre, to provide additional teaching rooms and new laboratories and a Food Technology suite;
2011	new sixth form study suite
2012/13	extended sixth form centre
2013/14	new science department
2013/14	new Key Stage 3 transition area
2014/15	new Performing Arts Centre and rejuvenation of part of the Hardy building
2015/16	new dining hall and additional laboratories
2017/18	new sixth form centre

Pastoral Support

The school has a strong pastoral system operating from Year 7 to Year 13. The school is divided into Key Stage units, and each year group has a Curriculum Manager who oversees all aspects of the students' development. The school provides 3 Higher Education Advisers and a specialist Careers Adviser.

Extra-Curricular Programme

The school is exceptionally rich in extra-curricular activities. It offers 16 sports and competes with others in at least eight of them each year. Teams regularly gain county, regional and national success, and many students gain representative honours at one or more of these levels. The Junior Athletics team are the current National Champions. The school achieves high standards in music, and has an orchestra, wind band, choir, chamber choir and many other ensembles. Drama productions are frequent. There are many other clubs and societies, with debating always a popular activity. The school's impressive programme of community service is regarded as a particular strength. The school benefits from many close links with Europe, China and Japan. There are regular overseas cultural and sports trips, and other international visits.

External Links

The school has a very active Parents' Association, which provides valuable assistance and support. The school has strong links with local industry and with Higher Education. It has extensive links with many other institutions, and is also part of the world-wide International Baccalaureate Organisation network.

Becket Sports Centre and The Mick Jagger Centre for the Performing Arts

Out of school hours the facilities of both centres are shared with the local community. They are managed by school staff, reporting through independent management structures.

The Becket Sports Centre (currently being extended and improved) comprises a sports hall and fully equipped fitness studio, with a separate aerobics/training room, which has a sprung floor, allowing dance sessions to be held. The Mick Jagger Centre includes two auditoria (seating 200 and 350 respectively, both with retractable seating), 8 music practice rooms, dance studio, exhibition space, two music rooms and a Drama Studio. It is a base for 20 community organisations, and runs a small commercial programme attracting a range of talents and performers.

Website

Further details of the school, including breakdown of performance figures, can be accessed through: www.dartfordgrammarschool.org.uk

ROLE PROFILE

Cover Supervisor

Part time: Term time (39 weeks)

Line Manager: Operations Manager

Overall Responsibility

- To take cover lessons for absent teachers

Key Tasks and Responsibilities

- Contribute to the safeguarding and promotion of the welfare and personal care of students
- Register each student for each lesson, passing the register to the Attendance Officer as soon as practicable, but by end of day at latest
- Set the work as provided by the teacher or Operations Manager. Ensure the students are clear what they have to do in the lesson
- Be aware of students with Special Educational Needs, medical conditions and potential behavioural problems
- Set homework when appropriate and/or requested by the absent teacher
- Have high expectations of the pupils' behaviour, academic and social abilities
- Maintain a high standard of discipline, reinforcing and implementing the 'Code of Behaviour' detailed in the Staff Handbook
- Collate records of inappropriate behaviour relating to students in the class and pass on to the Operations Manager who will liaise with the relevant Curriculum Manager
- Collect all work done during the lesson, if required, to pass on to the teacher, via the agreed route and to complete the Lesson Feedback Form for absent teacher
- Assist with invigilation when required
- Any other duties as requested by the school

General

- To work as a member of the whole school staff team, being flexible in approach to changing circumstances
- To implement school policies and promote a positive school ethos.
- To respect confidentiality at all times
- Assisting elsewhere in the school as required
- Any other matters connected with the above

Training and Development

- To disseminate skills and experience to other members of staff
- To take part in Performance Management and review of self development, including lesson observations/feedback
- To keep up to date with professional development and good practice
- To engage in staff development and INSET

These duties may be varied to meet the changing demands of the student(s) and the school at the reasonable direction of the Operations Manager/Headmaster and following consultation with the post holder.

Person Specification

- Good organisational skills
- Calm but firm manner when talking to students
- Can follow procedures and protocols thoroughly and methodically
- Is flexible with regard to changing work requirements

Key Role Behaviours

- Organisational
- Effective written and verbal communications
- Change management
- Team working
- Self motivation - ability to work without supervision
- Influencing/advising
- Self improvement

Knowledge, Skills, Experience

- Good organisational and administrative skills - need to meet key targets/dates
- Excellent inter-personnel skills - need to be able to adapt to target audience i.e. student, parent, teacher or outside business personnel
- Being able to work as part of a team
- Thorough understanding of the examination programme
- Knowledge of the related government legislation and guidelines relating to work experience
- Competent IT skills including all Microsoft packages
- Basic understanding of school policies/procedures
- Be able to anticipate and solve problems and identify opportunities
- Display attributes of self-confidence, reliability and integrity

NOTES

- 1 The responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- 2 This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent carrying them out, and no part of it may be so construed.
- 3 This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year, and it may be subject to modification or amendment at any time after consultation with the holder of the post.

THE APPLICATION PROCESS

Completed application forms should be sent, by post, to the Headmaster, Mr W J Oakes, Dartford Grammar School, West Hill, Dartford, Kent DA1 2HW or by email, to Mrs A Dennett (HR Manager) adennett@dartfordgrammarschool.org.uk

Closing date for applications: Friday 12 January 2018

Interview date: To be confirmed

The school may interview early in the case of an exceptional candidate.