



# The Gryphon School

## HEAD OF COMPUTER SCIENCE

START DATE EASTER 2018 OR SEPTEMBER 2018



The Gryphon School  
Bristol Road  
Sherborne  
Dorset  
DT9 4EQ



# The Gryphon School

## **HEAD OF COMPUTER SCIENCE RECRUITMENT INFORMATION PACK**

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January 2018

Dear Applicant,

Thank you for expressing an interest in the post of Head of Computer Science 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 after Easter at the start of the Summer or Autumn Terms in 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 computing across the school and to be the lead subject specialist
- the ability to promote high quality computing, 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 teach Computer Science at GCSE and A-level, CIDA in Key Stage 4 and Computer Science across Key Stage 3..

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, The Gryphon was rated as one of only two schools in Dorset as 5 star; 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'.

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.

We are a comprehensive school serving a diverse community. Our high quality support staff make a real difference to our students. Teaching is often outstanding, and consistently at least good across all subjects and key stages.

Teachers are provided with the resources to 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. 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.

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 November 2016 our inspection as a Church School (SIAMS) judged us to be Outstanding. Our most recent Ofsted visit, in November 2017, was very positive and confirmed our status as a "good school" and we enclose a copy of their letter to me outlining our many strengths. Our focus for this year, which reflects our Church School status, is that we should be a "10:10" school; where students and staff experience life in all of its fullness. So for us 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.

In summary, we are a true team with a great sense of pride in what we collectively achieve and we embrace the challenge for achievement to be even higher. Our special culture and ethos focuses on enabling students to be 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.

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 with the inner determination to develop continually, picking 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 all of our staff 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,

*N J Edwards*

Nicki Edwards  
Headteacher



## THE APPLICATION PROCESS

We look forward to receiving your application by **9.00am on Monday 26 February 2018**. It is hoped that the interviews will take place the week commencing **Monday 5 March 2018**. 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

The role advertised here is as Head of Computer Science. The postholder would therefore lead and manage Computing and ICT in the curriculum. Our structure has a separate Head of Digital Learning who will work on supporting staff in all departments and students in the use of the VLE and wider digital initiatives.

## COMPUTING DEPARTMENT – USEFUL INFORMATION

### Courses

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 and in the 6<sup>th</sup> form.

The examination courses currently offered are:

- Computer Science A-level; this course is also open to students at local private schools and the current Year 12 group contains two students from Sherborne Grills School as well as our own Gryphon students.
- Cambridge National ICT at Level 3; we historically offered BTEC ICT with great success but the database element was less popular with students. Hence we changed to the Cambridge National Level 3. We will continue to run this course of demand merits it but we are currently seeing demand migrate to the Computer Science A-level.
- Computer Science GCSE; this is an increasingly popular option
- Certificate in Digital Applications; we historically offered BTEC ICT with great success but, as this is no longer eligible for the school performance tables, we have now moved to the CIDA course. This is going well.



## USEFUL INFORMATION

The school has made huge strides in ICT in recent years. This has been based on a team approach with heavy involvement of The SAST Head of IT services and Infrastructure and the Head of Digital Learning. Examples of the work done include:

- 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 logins 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.

### 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.





# The Gryphon School

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

### High Quality Professional Development

- INSET Programme with national speakers e.g. 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 member 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 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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## Head of Computer Science

**Start Date: Easter 2018 or September 2018**

**Closing Date: 9.00am Monday 26 February 2018**

**Interviews:** It is hoped that the interviews will take place the week commencing **Monday 5 March 2018**

**Salary: Teachers' Pay Scales plus TLR 2.3**

**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)**

We are seeking a highly skilled and dynamic leader for this key department within school.

The main responsibilities of the role include:

- To develop a clear vision and strategy for the delivery of high quality provision in Computing and ICT.
- To be a lead teacher of Computing and ICT through outstanding personal teaching.
- To lead the development of teaching and learning including coaching and leading training for staff.
- To monitor the progress made in achieving plans and targets and evaluate the impact on teaching and learning.

The successful candidate will be educated to degree level in a computer-related discipline and will teach Computer Science at GCSE and A-level, 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.

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.



<b>Job Title:</b>	<b>Head of Computer Science</b>
<b>Reports To:</b>	Assistant Headteacher (Appraisal) & Headteacher
<b>Pay Grade:</b>	TLR2.3 (£6,515)
<b>Responsible for:</b>	The quality of leadership and management, achievement, teaching and learning and resource management in Computing and ICT.
<b>Department:</b>	Computing and ICT
<b>Main Purpose of Job:</b>	
<p>As a middle leader</p> <ul style="list-style-type: none"> <li>To lead the outstanding teaching of Computing and ICT across the Department and to be the lead subject specialist.</li> <li>To promote high quality computing education equipping students to understand and change the world through logical thinking and creativity both within the Department and through links with other subjects, partnerships with industry and involvement in competitions.</li> <li>To ensure the provision of computer science, in which students are taught the principles of information, computation, how digital systems work, the use information technology to create programs, systems and a range of media as well as digital literacy.</li> <li>To analyse problems with practical experience of writing computer programs, evaluation of new or unfamiliar technologies and to ensure students become responsible, competent, confident and creative users of ICT.</li> <li>To ensure all groups of students fulfill their potential in terms of levels of progress, value-added and attainment.</li> <li>To lead the Computing and ICT team by supporting, guiding and motivating colleagues.</li> <li>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 Computing and ICT students are supported appropriately.</li> <li>To use assessment data to monitor the progress of students in Computing and ICT, and to maximize support and intervention.</li> <li>To make a significant contribution to the special ethos and culture of the School through the development of a positive ethos in which all students have access to a broad, balanced and relevant curriculum experience, which contributes to their personal and academic achievement.</li> <li>To promote the social, moral, cultural, spiritual and physical development of students, so preparing them for the opportunities, responsibilities and experiences of adult life.</li> <li>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.</li> <li>To actively support and facilitate the development of literacy and numeracy in Computing and ICT.</li> <li>To represent the Department and the school with parents, the community and external agencies to the highest professional standards.</li> </ul>	
<b>Main Responsibilities and Duties:</b>	
<p><b>Quality of Achievement</b></p> <ul style="list-style-type: none"> <li>To be accountable for the achievement and attainment of students.</li> <li>To monitor and evaluate achievement and attainment including tracking student progress.</li> <li>To quality assure the accuracy of progress grades reported to parents, teachers and students.</li> <li>To develop, implement, monitor, maintain, evaluate and review Department policies and practices to ensure they reflect the School's commitment to raising achievement and improving the quality of education provided.</li> <li>To set appropriate examination targets for the Department.</li> <li>To contribute to the school's self-evaluation procedures and which will inform the Team SEF and Improvement Plan.</li> <li>To work with students, middle leaders, and teachers with tutorial/pastoral responsibilities to ensure that realistic expectations of behaviour and achievement are set for students.</li> </ul>	

### **Quality of Teaching and Learning**

- To be a lead teacher of Computing and ICT through outstanding personal teaching.
- To lead the development of teaching and learning including coaching and leading training for staff.
- To evaluate the quality of teaching through lessons observations, drop-ins, work scrutiny, learning walks etc. across the Department.
- To co-ordinate the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment to meet the needs of the students.
- To develop and improve the teaching for all groups of students promoting challenging, purposeful, enjoyable and appropriately differentiated lessons and support throughout the curriculum.
- To identify, research and adopt the most effective teaching approaches for students with SEN, including study skills that will develop pupils' ability to work independently.
- To promote a positive learning environment, ensuring that there is a commitment to equal opportunities and student entitlement; that the Behaviour for Learning Policy and dress code are applied around the Department; that there is excellent behaviour in classrooms and Department areas.
- To promote a passion, interest and enthusiasm for Computing and ICT through the quality of learning including extra-curricular activities.
- To ensure planned and coherent progression and pathways from primary Computing and ICT through to KS4 and on into FE and HE up to Oxbridge level.
- To assist in the development of appropriate cross-curricular themes and whole school strategies.
- To support the effective deployment of teaching assistants in the Department.

### **Leadership and Management**

- To develop a clear vision and strategy for the delivery of high quality provision in Computing and ICT.
- 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 the Department.
- To monitor the progress made in achieving plans and targets, and evaluate the impact on teaching and learning.
- To produce the team Self Evaluation Plan and departmental development plans in line with the School Improvement Plan to reflect departmental priorities.
- To manage and administer the Department budget and resources effectively, 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 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 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.