



## APPLICATION PACK

Enjoy teaching well at.....

# Dartford Grammar School

An IB World School



**Post:** Head of Science  
**Start Date:** Easter or September 2018  
**Package:** MPS/UPS + TLR 1b + LFA  
Teachers' Pension  
Childcare Vouchers  
Free Gym Membership (BSC)

The post is a full-time permanent position.



National Support School  
designated by  
  
National College for  
Teaching & Leadership

**Specialism  
QualityMark**  
Leading and Transforming  
SSAT



*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 reaccredited 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.

### **What the School Offers Teachers**

The school provides its staff with the experience of teaching able and well-motivated students in an environment with high expectations of behaviour and well-developed systems of teacher-support. The school has a national reputation for the quality of its programme of professional development. The programme includes much that falls within specific subject areas.

The school is committed to participation in initial teacher training. Other aspects include a course for newly-qualified teachers, preparation for middle management, development of existing middle managers and preparation for senior management. While the school's extensive programme of overseas visits give many staff international experience, the school ensures that its staff development has a further international dimension, for example in IB courses. Staff members have access to the school's excellent facilities for sport and the performing arts.

### **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](http://www.dartfordgrammarschool.org.uk)

## **The Science Department**

The Science Department at Dartford Grammar School has operated with science specialism status since 2009 and continues to be a centre of excellence for science education. It is based in a self-contained suite of very well equipped rooms, in the Stephenson Building. It contains 15 laboratories, 2 preparation rooms, stores and science staff offices. All laboratories are fully equipped with practical apparatus, dedicated ICT facilities with projectors and white boards.

### **Staffing**

The Department's staff includes the equivalent of 16 full-time teachers, all graduate specialists. They are supported by four full-time and one part-time technician. The current management structure comprises of a Head of Department, an Assistant Head of Department, Science College Manager and KS5 subject leaders.

The Department is involved in initial teacher training through the Kent Training Group SCITT. Staff from the Department deliver some of the theoretical aspects of the training as well as the day-to-day practical mentoring of the trainees. Additionally the Department is highly experienced in training science teachers through the graduate teacher route and PGCE.

### **Courses**

Dartford Grammar School has a timetable that consists of 30 periods per week and each period is 50 minutes in duration. In Key Stage 3, Year 7 classes have 6 periods of science, and Year 8 classes have 4 periods, often taught by a single teacher. The Key Stage 3 course is delivered over 2 years in an accelerated programme and it provides a solid foundation for GCSE sciences. There is a heavy emphasis on practical work and discovery as well as developing investigative skills. In Key Stage 4 students study AQA Biology, AQA Chemistry and AQA physics courses. The overwhelming majority of students are examined on the AQA Separate Science with a minority studying for AQA Science A and AQA Additional Science GCSEs only. In Year 9, students are taught for 4 periods per week, with those due to be extended to 6 periods a week in the 2016-17 academic year, whereas Year 10 and Year 11 students have 6 periods per week with subject specialist teachers.

Sciences are an extremely popular choice in the Sixth Form, which has 550 students following the International Baccalaureate Diploma Programme. All students study at least one science as part of the diploma, higher level subjects have 5 lessons and standard level have 3 lessons per week. The Science Department offers HL Biology, SL Biology, HL Chemistry, HL Physics, SL Physics, SL SEHS (soon to offer HL SEHS in 2016-17) and SL ESS.

Many students choose to continue their study of science at university, with the medical sciences being a popular choice. Students benefit tremendously from the departments successful Biomedical and Ethical Society.

### **Extracurricular activities**

The Department has a tradition of enriching courses with many additional activities. Key Stage 3 students can attend a very popular Science Club and/or Electronics Club, KS4 students can enjoy a successful Engineering Club and KS5 students can participate in Chemistry Club and the Biomedical and Ethical Society. Students also have a number of visits during the year and a wide range of gifted and talented opportunities are on offer through the departments Science College.

In the Sixth Form, students attend university lectures and visits to University College, Kings College, Imperial College, Surrey University and Greenwich University. We have a programme of high profile visiting speakers. Annually, we have public lectures that focus on new advances in scientific research. Students have many opportunities to attend study visits. Our Physics students go to CERN, Geneva. We have Biology and Ecology fieldwork visits to the Alps and Slapton Ley in Devon. A science exchange with a school in Hanau runs annually, and work-shadowing associated with the pharmaceutical industry in Switzerland is available. We also have science links with schools in Japan and China.

An annual science college careers fair is attended by students in Years 11 and 12. During this day, students have chance to speak with an extensive range of ambassadors relating to science related careers.

The Science Departments Science College also offer a successful STEM week and Science Summer School for aspiring medics.

**The Post**

Success for all students in Science is central to life at Dartford Grammar School: this is a key position in the school.

We are seeking to appoint an enthusiastic and well-qualified teacher to lead the Department and to contribute to its work. A flexible, innovative and imaginative approach to teaching is encouraged. A readiness to assist with extra-curricular activities in the school is essential.

The Head of Department will lead the Science Department in all aspects of the curriculum and be accountable for assessment, monitoring and the learning environments.

The post offers exceptional opportunities to an outstanding teacher seeking additional responsibilities leading towards school senior leadership.

## **ROLE PROFILE**

<b>Vacancy</b>
<p><b>Responsibilities as a Teacher:</b></p> <ul style="list-style-type: none"> <li>• To teach assigned students.</li> <li>• To participate in the development of appropriate syllabuses, materials and schemes of work.</li> <li>• To assess, record and report on the development, progress and attainment of students.</li> <li>• If required, under the direction of the Curriculum Manager, to act as Form Teacher of an assigned group of students, and to carry out related duties.</li> <li>• To carry out a share of supervisory duties in accordance with published lists.</li> <li>• To participate in appropriate meetings with colleagues and parents relative to the above duties.</li> </ul>
<p><b>Principal Accountabilities:</b></p> <ul style="list-style-type: none"> <li>• To agree and support student progress against challenging targets, to make a measurable contribution to whole school targets.</li> <li>• To draw up, implement and monitor the progress of the Department Development Plan to ensure that it makes a significant contribution to the School Development Plan.</li> <li>• To maintain a Department Handbook, reviewed annually, a scheme of work to guide and support successful teaching, and procedures for monitoring and evaluating student progress, in accordance with the school's policies.</li> <li>• To deploy, manage and develop staff effectively, resulting in a tangible impact on student learning in the subject.</li> <li>• To review and report annually on the development and performance of the Department, in accordance with the procedures of the school self-evaluation policy.</li> <li>• To provide regular progress updates on the Department to the Leadership Group, ensuring that its members are fully aware of all successes, issues and concerns.</li> <li>• To ensure that members of staff understand key school targets and the part they play in achieving them, working in accordance with school policies.</li> <li>• To manage effectively the Department's budget, and to ensure the efficient use of its resources.</li> </ul>
<p><b>Key Leadership Behaviours:</b></p> <ul style="list-style-type: none"> <li>• Organisational awareness</li> <li>• Adaptability</li> <li>• Achievement orientation</li> <li>• Optimism</li> <li>• Developing others</li> <li>• Inspirational leadership</li> <li>• Influence</li> <li>• Teamwork and collaboration</li> </ul>
<p><b>Knowledge, Skills and Experience:</b></p> <ul style="list-style-type: none"> <li>• Exemplary performance as a classroom practitioner.</li> <li>• High level of subject expertise.</li> <li>• Model commitment to self-development</li> </ul>

### **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](mailto:adennett@dartfordgrammarschool.org.uk)

Closing date for applications: Wednesday 31 January 2018

Interview date: To be confirmed

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