



The Gryphon School

HEAD OF FOOD AND CATERING

SEPTEMBER 2019



The Gryphon School
Bristol Road
Sherborne
Dorset
DT9 4EQ



HEAD OF FOOD AND CATERING RECRUITMENT INFORMATION PACK

CONTENTS

- 1 Letter from Nicki Edwards, Headteacher
- 2 Application Process
- 3 Information about the Department
- 4 Person Specification
- 5 Support for Staff – What we Provide
- 6 Advertisement
- 7 Ofsted Report - see separate document

March 2019

Dear Applicant,

Thank you for showing an interest in the post of Head of Food and Catering at The Gryphon School. 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 in September 2019. This is a great opportunity to join a Department that has a strong commitment to practical work and is committed to all Year Groups having the skills and nutritional knowledge to feed themselves healthily throughout their lives, and to offer the best preparation to students wishing to study Food, Hospitality and Catering at a higher level.

We are seeking to appoint an ambitious, creative and inspiring teacher with energy, enthusiasm and a love of food, nutrition, catering and hospitality.

The successful candidate will:

- Have a passion for all aspects of catering, hospitality and nutrition
- have excellent communication and leadership skills and have the ability to embrace and contribute to the vision of the Department and school
- be able to build relationships quickly
- show respect to others and be able to embrace the ethos and values of the School
- be positive, optimistic, caring, kind and approachable
- be willing to be immersed in the life of a busy and successful school
- have 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

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 2018 GCSE results were, once again, excellent against a national backdrop of tougher exams and significantly lower pass rates in many subjects. The percentage of exams awarded level 7 or above (equivalent to an A or above in previous years) has risen to over 25% against a national average of 21%, and the proportion of grades at level 4 and above is now 79% against a national average of 69.2%.

Additionally our A level results were excellent with 32% A*-A, smashing the national average of 26.4%. The top A* grades also outperformed the national average with The Gryphon achieving 9.4% compared to 8% nationally. 53 students received at least one A* or A, with 4 students receiving 4A*, 6 more receiving all A's, 6 achieving at least 2 A*, and another 7 receiving all A* or A's.

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





Bristol Road, Sherborne, Dorset DT9 4EQ
Tel: 01935 813122
E-mail: office@gryphon.dorset.sch.uk
Website: www.gryphon.dorset.sch.uk

THE APPLICATION PROCESS

We look forward to receiving your application by **9.00 am on Wednesday 24 April 2019**. Interviews will take place on **Thursday 02 May 2019**. 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 Rachel Dean, Leadership Support Manager, The Gryphon School, Bristol Road, Sherborne, Dorset DT9 4EQ or by email to her at: Gryphon.HR@gryphon.dorset.sch.uk

Should you wish to arrange a visit to view the School, please do not hesitate to contact Rachel 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

FOOD AND CATERING DEPARTMENT – USEFUL INFORMATION

Staff

- The Food Department comprises two full and three part-time enthusiastic, fully committed teachers
- At Key Stages 4 and 5 the Department has a long history of working with local businesses to provide industry-linked, vocationally-based, practical courses which have led to full-time employment for our students
- The Department has a real commitment to practical learning, running several charity fundraisers and competitions throughout the year.
- The Department is assisted by two part-time technicians



The curriculum

- Students in Key Stage 3 have four hours of Creative Design and Technology per fortnight and Food sits within this rotation. As a whole, Design has 4 one hour periods per fortnight in each year for all students. There are 4 half year units with one food unit, one Textiles unit, and two units on Creative/Product Design
- The Food Schemes of Work were rewritten in 2015 to follow the Food Fact of Life resources and compulsory elements of Food teaching
- The KS3 Schemes of Work have also been rewritten over the past two years to reduce the content and place a greater emphasis on the development of key skills and literacy to prepare the students better for the challenge of the new GCSEs. This is part of a whole school initiative
- In September 2018 :

The Year 10 and 11 students will follow and complete the new EDUQAS level 1 and 2 in Catering and Hospitality

The KS5 students will study the BTEC Level 3 in Hospitality.

Students currently have four hours per fortnight at GCSE.

In the Sixth Form Students have 9 hours of Hospitality per fortnight shared between two teachers.



- The Department has a strong tradition of practical work and is committed to all Years having the skills and nutritional knowledge to feed themselves healthily throughout their lives.
- The Department is proud of the diversity of lesson and learning opportunities it offers to students – the Department encourages students to develop their thinking skills, to make decisions, to plan investigations and practical work, to ask questions and share personal experiences. The students enjoy working

collaboratively and paired activities, discussions, presentations, role play and interactive games all characterise the lessons. The food classrooms are rarely silent.

Successes

- Catering and Hospitality is a popular subject at GCSE and Level 3. There are three classes at GCSE in each Year Group, and one group in both Year 12 and Year 13. A significant number of our students go on to study Food and Catering at a higher level.

Resources

- The Food Department occupies 2 specialist classrooms. One of which is an industrial standard kitchen with its own attached teaching restaurant named the Gryphon Bistro. The other is a more traditional Food room with an interactive whiteboard to give the younger students experience of equipment similar to what they may have at home.
- The Department is well equipped with a wide range of both small and large equipment
- All teaching staff in the School are issued with an iPad.
- The Department is a registered centre for the CIEH and all Key Stage 4 students are put through a Level 2 in Food Safety in Catering.
- E-learning is a priority and there is Wi-Fi across the site; iPads are used extensively and there is a new Bring Your Own Device policy across the school, meaning that students are using the latest technology to make notes, interact in lessons and access revision resources.

At The Gryphon, a main scale teacher currently teaches 43 out of 50 one-hour periods over a two-week timetable, including five PPA periods.

If you would like to discuss this post, please do not hesitate to contact Nicki Edwards, Headteacher, at the School, on 01935 813122.

The Gryphon School Person Specification

Head of Food and Catering

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 interest in educational issues, approaches and alternatives from around the world
- Strongly support the ethos and culture of the school

Leadership Skills

- Vision and strategy for the delivery of high quality provision
- 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 mind-set

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 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

March 2019

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
- 2nd 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 Wi-Fi, 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

- Access to The Gryphon Sports Centre including brand new fitness suite
- 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



HEAD OF FOOD AND CATERING

Start Date: September 2019

Closing Date: 9.00 am on Wednesday 24 April 2019

Interviews: Thursday 02 May 2019

Salary: Teachers' Pay Scales plus TLR

Contract: Permanent, full-time post

Contact Details: School Office on 01935 813122, website on www.gryphon.dorset.sch.uk or e-mail gryphon.hr@gryphon.dorset.sch.uk

We are seeking to appoint an ambitious, creative and inspiring teacher with energy, enthusiasm and a love of food, nutrition, catering and hospitality to teach across the age range. The School has a long history of working with local businesses to provide industry-linked, vocationally-based, practical courses which have led to full time employment for our students. A significant number of our students go on to study Food and Catering at a higher level including the specialised chefs' course at Bournemouth University, run by the Academy of Culinary Arts.

The successful candidate will:

- Have a passion for all aspects of catering, hospitality and nutrition
- Have excellent communication and leadership skills and the ability to celebrate and promote high quality teaching and learning
- Have the ability to embrace and contribute to the vision of the Department and school
- Be able to build relationships quickly
- Have a positive approach
- Have a real interest in educational issue, approaches and alternatives from around the world
- Be proactive and confident
- Use resources, intellect, creativity and innovation to be successful
- Have 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
- Have the ability to be a team player who will go the extra mile to support students and who will enjoy the opportunities of this role

Situated in a beautiful area of North Dorset, with easy road access to London, Bath, Bristol, Exeter and the glorious Dorset coast, The Gryphon School is a highly over-subscribed 11-18, comprehensive, Church of England school that welcomes those of all faiths and of none. Our students come first and we encourage every student to strive for the highest possible levels of academic achievement alongside developing the personal attributes and qualities to thrive and make a positive contribution throughout life. We also pride ourselves on our support and care for everyone and each other.

We are a very proud school which attracts students from around North and West Dorset as well as South Somerset. We also pride ourselves on our support and care for everyone and each other and offer well-developed and high-quality professional development opportunities, health and well-being packages and a superb working environment.

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.

The Gryphon School has an absolute commitment to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake an enhanced criminal record check via the DBS.

The Gryphon School values the diversity of our workforce and welcomes applications from all sectors of the community.