



# The Gryphon School

## SYSTEMS DEVELOPER

2018



The Gryphon School

Bristol Road

Sherborne

Dorset

DT9 4EQ



# The Gryphon School

## **SYSTEMS DEVELOPER RECRUITMENT INFORMATION PACK**

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July 2018

Dear Applicant,

Thank you for expressing an interest in the post of Systems Developer at The Gryphon School on a permanent basis. 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 post commencing as soon as possible in a wonderful school.

We are seeking to appoint someone with energy, enthusiasm and a love of IT and Computer Science who has good organisational, problem –solving and analytical skills and is able to work as part of a team and with a wide variety of people with differing levels of IT skills.

The successful candidate will:

- have a real passion for IT and Computer Science
- be able to articulate and communicate a vision for IT in a school environment
- be able to build and maintain effective working relationships quickly
- be positive with a 'can do' attitude
- be willing to be immersed in the life of a busy and successful school
- be able to work on their own initiative or as part of a team and be able to manage competing priorities
- have persistence and tenacity in planning and implementing initiatives and projects
- have a degree-level or equivalent in Computer Science or a related field, or can demonstrate an equivalent level of knowledge in an IT-related discipline

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, flexible and motivated with a sense of humour to enjoy the challenges of this role. You need to be a team player with an ability to work independently but a willingness to work as part of the larger school as required.

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





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## THE APPLICATION PROCESS

We look forward to receiving your application by **Friday 13 July 2018**. It is hoped that the interviews will take place as soon as possible after the closing date. 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: [caroline.rabbetts@gryphon.dorset.sch.uk](mailto:caroline.rabbetts@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.



## **JOB DESCRIPTION**

**Job Title:** Systems Developer

**Responsible to:** Assistant Headteacher

**Salary Range:** Up to £25,000 dependent on experience

**Main purpose:** To develop the school's IT systems, on both the admin and teaching and learning fronts, so as to better meet the needs of users

**Exemplification of the role:** The post holder will work under the direction of the IT Strategy Group in consulting users and developing new systems to meet their requirements. The school has recently moved to a Management Information System called Progresso and a key part of the role will be using Sequel Server Reporting Services to extract and manipulate information from this MIS to meet the needs of users. A key developmental aspect of the role will be working on the interface between these systems and others in school such as the virtual learning environment, resource booking, financial and communication systems. We are looking for an ambitious and forward thinking individual keen to use IT to make a difference to all aspects of school life. The postholder will be expected to communicate developments to staff and to assist in training of staff in the systems developed.

### **Key responsibilities:**

- Participate in meetings with the ICT Strategy Group to develop and deliver the iGryphon strategy.
- Investigate new technologies
- Provide technical expertise and dynamism in developing new IT initiatives to support and enhance our existing MIS
- Identify opportunities that can improve the efficiency and agility of our business processes
- Design and deliver training and support to users across the School, to raise awareness of MIS capability and functionality, to ensure maximum benefit is derived from use of the system.
- Investigate and resolve technical issues and identify modifications needed in existing applications to meet changing user requirements.
- Work collaboratively with ICT and Data teams to deliver innovative and responsive technical solutions for users in the School.
- Assist in the creation of system design and functional specifications for all new development projects.
- Build and maintain links and networks, both internal and external to the School, promoting strong and effective relationships with key stakeholders.
- Establish and maintain positive and collaborative interpersonal relationships with colleagues
- Participate in regular meetings with the Assistant Head and IT and Data teams to discuss progress and workload priorities.

The job description provides a framework for the role of the Systems Developer and should not be regarded as a definitive list of duties and responsibilities as these may develop and change over time to meet the emerging needs of the School.

## PERSON SPECIFICATION

|                                    |  |           |
|------------------------------------|--|-----------|
| <b>Qualifications and training</b> | Degree-level or equivalent in Computer Science or related field, or can demonstrate an equivalent level of knowledge in an IT-related discipline | Essential |
| <b>Knowledge</b>                   | Advanced IT skills to expert level in Ms Office Suite including Access and Excel   | Essential |
|                                    | Significant experience in database and data manipulation technologies using SQL and Excel  | Essential |
|                                    | Proficiency in SSRS or writing code in .NET technologies, HTML/CSS/PHP   | Desirable |
|                                    | Demonstrable experience working with IOS and android developer frameworks  | Desirable |
|                                    | Experience with third party libraries and APIs   | Desirable |
|                                    | Awareness of Data Protection legislation   | Essential |
| <b>Experience and skills</b>       | Great problem-solving and analytical skills  | Essential |
|                                    | Excellent oral and written communication skills  | Essential |
|                                    | Ability to adapt and learn new technologies  | Essential |
|                                    | Ability to work under pressure and to deadlines  | Essential |
|                                    | Ability to work well with a wide variety of people of differing levels of ICT skills   | Essential |
|                                    | Experience of delivering training and writing appropriate user documentation   | Desirable |
| <b>Personal Qualities</b>          | Ability to articulate and communicate a vision for IT in a school environment  | Essential |
|                                    | Ability to build, maintain and develop effective working relationships   | Essential |
|                                    | Personal effectiveness and self-management skills, with the ability to work flexibly and manage competing priorities of the role.                | Essential |
|                                    | Positive “can do” philosophy & desire to make a difference   | Essential |
|                                    | Persistence and tenacity in planning and implementing initiatives and projects.  | Essential |



# The Gryphon School

July 2018

## **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 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 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**

- 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



**Job Title: Systems Developer**

**Salary Range:** Up to £25,000 dependent on experience

**Hours:** Full-time or Part-time; hours negotiable

**Organisation:** The Gryphon School, Sherborne, Dorset

**Role:** The post holder will be part of a multi-disciplinary team developing the functionality of and interfaces between IT systems in a school environment.

**Information:** We are open to applications from staff at all stages of their career.

**Closing Date: Friday 13 July 2018.**

**Interviews: It is hoped that the interviews will take place the week commencing 16 July 2018.**

At The Gryphon School, we are rightly proud of our ICT, MIS and digital learning systems. As part of a review of our support teams, we are seeking to appoint someone to a new post who has energy, enthusiasm and a love of IT and Computer Science to accelerate further the design, development and management of the MIS. The successful applicant will have good organisational, problem –solving and analytical skills and be able to work as part of a team and with a wide variety of people with differing levels of IT skills.

The successful candidate will:

- have a real passion for IT and Computer Science
- be able to articulate and communicate a vision for IT in a school environment
- be able to build and maintain effective working relationships quickly
- be positive with a 'can do' attitude
- be willing to be immersed in the life of a busy and successful school
- be able to work on their own initiative or as part of a team and be able to manage competing priorities
- have persistence and tenacity in planning and implementing initiatives and projects
- have, or be studying towards, a degree-level or equivalent in Computer Science or a related field, or can demonstrate an equivalent level of knowledge in an IT-related discipline
- have expertise in SSRS (SQL Server Reporting Services) or a willingness to learn, HTML, CSS and PHP
- have some knowledge of JavaScript, IOS and Adroid developer frameworks and 3<sup>rd</sup> party APIs

For details and application forms, please see the School website or contact Caroline Rabbetts on 01935 810101 or e-mail [caroline.rabbetts@gryphon.dorset.sch.uk](mailto:caroline.rabbetts@gryphon.dorset.sch.uk)

You are also welcome to contact Stuart Lawson, Assistant Headteacher, to discuss the post on 01935 813122.

The Gryphon School as part of the Sherborne Area Schools' Trust is committed to safeguarding and promoting the welfare of children and young people. Successful candidates will be subject to an enhanced Disclosure and Barring Service check.