



DARTFORD GRAMMAR SCHOOL



A LEARNING COMMUNITY DEVELOPING INTERNATIONAL CITIZENS

PA TO HEADTEACHER

APPLICATION INFORMATION PACK





Welcome to Dartford Grammar School

Dartford Grammar School was founded in 1576 and is one of the oldest schools in England. For nearly 450 years, Dartford Grammar School has enabled young people from Dartford and its surrounding area to achieve great things. It is proud of the confident, thoughtful, energetic global citizens that leave the school, fully prepared to contribute to the community, and to rise to the challenges of an increasingly complex future in the wider world.

Dartford Grammar School's students are extremely successful. They enjoy doing remarkably well – both at their academic work and in the team work associated with the widest range of co-curricular activities. They value the talents, ideas and successes of others.

Judged outstanding in every Ofsted inspection, Dartford Grammar School provides a broad, balanced international education, following the principles of The International Baccalaureate both in the Middle Years and the Sixth Form. Every student studies either Mandarin Chinese or Japanese from Year 7 and an additional European language from Year 8.

It is rare to be a school within the British education system that offers the IB curriculum exclusively, and we are proud to say that we now offer the opportunity to study the IB Diploma in the Sixth Form to more students than ever. The School received The Sunday Times IB School of the Year award in both 2017 and 2020, and then became the Sunday Times IB School of the Decade in 2020 too, paying testimony to the ongoing excellent results arising through the focus and energy of students and staff in maximising the opportunities the Diploma supports. We believe that the learning benefits and the prospects for university admission are palpable and justify this unrelenting drive to secure a modern international curriculum. Parents do appreciate the opportunities offered to their children through the co-curriculum and the personalisation offered by an almost unlimited choice of subject in the Sixth Form.

As one leading and reputable educational commentator concluded recently: ***'This is no bastion of educational privilege, but one that has achieved its notable success through hard work, inspired teaching and free-thinking. It is one of the country's truly exceptional schools – and one to be treasured.'***

The school's mission statement, **'A learning community developing international citizens'** reflects the purpose of an IB World School; **'to develop young people who help to create a more peaceful world through intercultural understanding and respect'** and **'to encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right'**.

Julian Metcalf

Head

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 1,516, including 598 in the sixth form.

Curriculum

Dartford Grammar School offers a unique seven year innovative curriculum based on the educational philosophy of the [International Baccalaureate](#) (IB). This begins with the [Middle Years Programme](#) (MYP) in the lower school and then concludes with the [Diploma Programme](#) (DP) in the Sixth Form. The International Baccalaureate (IB) is offered around the world in 146 countries and we are proud that we are a leading IB World School, offering a truly international education. The IB courses are crucial to our ethos encouraging students to be independent, creative and highly successful lifelong learners. We were the first British state school authorised to offer the IB Middle Years Programme to pupils in Year 7 to 9. However, no prior experience of the International Baccalaureate is needed, and the successful applicant will have the opportunity to undertake appropriate CPD as required.

In Years 7 – 9, students develop their knowledge and understanding of their subjects through the skills based Middle Years Programme which is underpinned by the philosophy of the [Learner Profile](#). In Years 10 and 11, students follow a broad range of academic GCSE subjects, including English Language, English Literature, Mathematics, either double or triple Science, two Humanities from History, Geography and Religious Studies and a further option from Art, Drama, Music, Design Technology, Computer Science and Physical Education. We are the only school nationally where all students sit GCSE examinations in two Modern Foreign Languages, one from Mandarin Chinese or Japanese then either French, German, Latin or Spanish. Our innovative Creativity Week programme allows all students to enjoy a cross-discipline approach to their learning and develops independence and autonomy.

In the Sixth Form we offer the IB Diploma to approximately 600 students each year, a programme that equips them with the key skills and a broad but deep subject knowledge to succeed in higher education or employment. The IB Diploma is recognised around the world and so allows students to access universities both in the United Kingdom and internationally. Through the IB Diploma, all students study English, Mathematics, a Language, a Science, a Humanity and either an Arts subject or a second choice from Languages, Science or Humanities. Students choose their six subjects from two levels of entry; three at higher level and three at standard level. Additionally students complete a 4000 word [Extended Essay](#), as well as a study of [Theory of Knowledge](#) and an exciting Creativity, Activity and Service project (CAS). It is anticipated that the successful applicant will have a considerable sixth form teaching timetable.

Our entire curriculum, in line with the IB Learner Profile, encourages students to be internationally minded and aware of the importance of cultural diversity while embracing British values. Our curriculum offers academic rigor with the balance of a vibrant co-curriculum where all students actively participate in the wider life of the school. All of this is underpinned by our commitment to pastoral care and student and staff wellbeing.

Students at Dartford Grammar School enjoy very high academic success. In 2022, with a return to external examinations at both GCSE and IB Diploma level, students gained 81% of all GCSE entries at grade L7-9, and 70% of all IB Diploma entries at grade L6/7, respectively. The school's examination results continue to be exceptional. A GCSE P8 score of 0.92 places Dartford Grammar School as the highest performing boys' school in Kent in 2022. Our sixth formers gained an average UCAS point score of 224 and an average IB point score of 37.7 in 2022. The L3VA will present the school as one of the highest performing sixth forms in the country for progress. Almost all Year 13 students proceed to university with 92% of students successful at their first or second choice, 71% successful at Russell Group universities, 58% taking up STEM related courses and 2% progressing into higher level apprenticeship qualifications.

The L3VA will present the school as one of the highest performing sixth forms in the country for value added. Almost all of Year 13 students proceed to university with 100% of students successful at their first or second

choice and 77% successful at Russell Group universities. In 2021, our students received outstanding grades that were precisely in line with teacher predictions.

Ofsted Inspections

The school has been identified five times by Her Majesty's Chief Inspector as one of England's most successful schools, reflecting a sustained period of outstanding achievement. In 2020, the school became the Sunday Times IB School of the Decade.

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:

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;
2017/18	extension and improvements to the Arthur Jones pavilion;
2018/19	new school shop and print room facility;
2021/22	new fitness suite and learning support department.

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 Head of Year 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 school achieves high standards in music, and has an orchestra, wind band, choir, chamber choir and many other ensembles. Drama productions are frequent.

The Performing Arts Faculty benefits from the facilities of the Mick Jagger Performing Arts Centre. 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.

The Duke of Edinburgh's Award is a notable strength: nearly all students in Year 10 complete the Bronze Award, with a majority going on to Silver. Gold Award expeditions take place in both the UK and overseas, while the school has also offered international trips via Operation Wallacea.

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 comprises a sports hall and a recently refurbished, 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

Applicants are warmly invited to visit the school before applying.



STAFF REWARDS AND BENEFITS

Here at Dartford Grammar School, we want to share with you a snapshot of the generous benefits package offered to all staff, from their very first day of employment. We are always looking at new ways and fresh ideas that can best support our body of staff to reach their full potential, both professionally and personally.

What we offer:

- A commitment to invest in staff development via training, CPD, mentoring, and in-house support groups
- Free car parking on site
- Cycle to Work and Discount scheme
- Health Assured
- On-site dining with superb food
- Free annual flu vaccination
- 24/7 free access to our Employee Assistance Programme for confidential advice and guidance
- Free gym access to onsite facilities
- Vehicle charging points at discounted rate
- State of the art school facilities with on-site Performing Arts centre
- Regular staff wellbeing events
- Highly attractive pension schemes for both Teaching and Support staff
- Social events

JOB DESCRIPTION

POST:	PA to the Head
GRADE:	DGS 8 £26,323 - £29,761 pro rata (£28,598 - £32,333 fte)
HOURS:	Monday to Thursday 8am to 4.30pm, Friday 8am to 4pm
START DATE:	June/July 2024
RESPONSIBLE TO:	Headteacher

THE ROLE

We have an exciting opportunity for an efficient, motivated and enthusiastic PA to support the Headteacher. You will be responsible for ensuring that routines, systems and procedures are in place to support the Headteacher effectively in carrying out all aspects of work to the highest possible standards. The ideal candidate will demonstrate excellent administrative, organisational, and communication skills, as well as being able to work under pressure and prioritise as necessary. Previous experience working within an educational setting is not essential but desirable.

ROLE PROFILE

PA to the Headteacher
Part time: Term time (39 weeks) plus 10 days = 41 weeks per year, 37 hours per week Line Manager: Headteacher
Outline of role To provide effective and efficient PA support to the Headteacher. The role will include undertaking designated administrative, personnel and (community) public relations duties.
Responsibilities <ul style="list-style-type: none">• To act as a first point of contact within the school for staff, governors, parents and other stakeholders seeking contact with the Headteacher.• To assist the Headteacher in organising his administrative workload. Ensure that the Headteacher responds to particular requests within timescales identified in any agreed priority action list.• To maintain the diary for the Headteacher, arranging appointments as appropriate, and ensuring that he is adequately briefed on matters to be discussed.• To liaise with the clerk to governors with relation to all local governing body business.• Liaise with appropriate staff and outside agencies in preparing, producing, collating, and recording exclusion/suspension paperwork.• To meet with the Headteacher on a daily basis to organise and administer the Head's diary (and those of the Leadership Group) and correspondence.• To make travel arrangements for the Headteacher, provide care for his visitors, including the provision of refreshments.• To interpret Headteacher's comments into draft written correspondence to be sent to relevant stakeholders.• Develop written communication that is professional and upholds the school's vision and values.• Proofread outgoing communication to ensure its of the highest standard.• Assemble and prepare papers required by the Headteacher, prepare reports, or reply to requests for information. To draft letters as directed by the Headteacher.• Handle all confidential correspondence with discretion and to be circumspect about the contents.• Liaise with SLT concerning priorities, deadlines, policies, and procedures.• Maintain clear and effective filing, records and other systems, and update for the Headteacher.• Arrange meetings and when required take minutes ensuring that matters arising from meetings are dealt with by the appropriate people within the agreed timescales.• To manage parental and wider complaints in line with the school policy.• Sort and prioritise all incoming post, dealing with telephone calls for the Headteacher.• After discussion, draft, as appropriate, outgoing correspondence and school documents that are the direct responsibility of the Headteacher.• Support the Headteacher and other senior leaders in the organisation and planning of key events.• Carry out research for the Headteacher as required.

- Attend school events as required.
- Organise workload and prioritise on a daily basis using own initiative.
- Maintain a high degree of confidentiality with regard to issues concerning members of staff and students.
- To support the Headteacher and Business Lead with special reports and funding bids as the need arises
- To receive incoming post, telephone calls and e-mails directed for the attention of the Headteacher.
- To offer flexibility with working hours.
- To participate in performance management reviews.
- To compile and oversee the production of regular bulletins/newsletters.
- To assist with the transfer of information to the school's website and monitor the content on a regular basis.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other appropriate duties as may be required by the Headteacher.

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.
- To keep up to date with professional development and good practice.
- To engage in staff development during INSET days.

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

Key Role Behaviours

- Loyalty, discretion, and integrity
- Organised
- Excellent written and verbal communications
- Self motivation - ability to work without supervision
- Influencing / advising / instructing
- 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
- Competent IT skills including all Microsoft packages
- Be able to anticipate and solve problems and identify opportunities
- Display attributes of self-confidence, reliability and integrity

APPLICATION PROCESS

Applications will only be accepted from candidates completing the school's application form. All sections of the application form must be completed as accurately and as full as possible.

Please note that CV's will not be considered and must be attached to an application form as a supplementary form.

All completed application forms must be submitted to Mrs Michelle Bexley, HR Manager, electronically to mbexley@dartfordgrammarschool.org.uk or by post to the following address:

HR Manager
Dartford Grammar School
West Hill
Dartford
Kent
DA1 2HW

Closing date for applications: Monday 15 April 2024, at 9am

Interview date: Friday 19th April 2024

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

SHORTLISTING AND INTERVIEW PROCESS

Only after the closing date will candidates be shortlisted. This will be based solely on the information provided within the application form, so ensuring your application form is accurate and fully completed is imperative.

After the shortlisting process has taken place, candidates will then be invited to interview and references then contacted.

All candidates who have been invited for interview will be required to bring the following documentation:

- Right to Work in the UK evidence (typically a passport or driving license)
- Criminal Record Self Declaration (will be sent ahead of the interview)

Dartford Grammar School is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. An enhanced criminal record check via the Disclosure and Barring Service (DBS) will be undertaken for the successful candidate, including a check of the DBS Children's Barred List. All applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with the DBS and at least two satisfactory references.

It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.