

# Dover Grammar School for Girls

## Applicant Information




### Teaching Assistant – One to One Required: September 2022



Dover Grammar School for Girls is an Outstanding Grammar School which fosters excellent academic standards combined with a strong and caring community. It is also an innovative school where staff are encouraged to look constantly at various ways of improving every aspect of our work. To summarise, it is a place where students can enjoy the very best education.

Dover Grammar School for Girls is committed to safeguarding and promoting the welfare of our students, so the interview will include questions relating to child protection.

Members of the interview panel have undergone Safer Recruitment training. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and an enhanced DBS check will be required prior to appointment.

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 [dgs\\_info](#)





## Applicant Information

Dear Applicant

Thank you for your interest in the post of Teaching Assistant – One to One. This is an exciting opportunity to join the team at one of Kent's highest performing grammar schools.

### About the School

Dover Grammar School for Girls is a selective school with 683 girls in Key Stage 3 & 4 and a co-educational Sixth Form of 222 students. We have been oversubscribed for many years and have twice been rated 'Outstanding' by Ofsted, the latest inspection was 2013.

Dover Grammar School for Girls is an inclusive, selective school with over 100 years' experience of providing education for our local community. We are highly respected within the local community and are committed to providing top quality teaching and learning in an inclusive and high performing learning environment. We have been oversubscribed for many years and remain a popular choice with parents and students alike.

Our results in 2021 were outstanding, once again, with 48% of all grades at A level being A\*-A and 74% being A\*-B and a pass rate of 100%. At GCSE, 51% of all grades were at 7, 8 or 9 (equivalent to the old A and A\* grades) with 64% of students achieving at least one grade 8 or 9 (equivalent to the old A\* grades).

The school's Progress 8 score has historically been significantly positive. Although we are extremely proud of our students' past achievements, we recognise that there will always be areas for improvement, and each year we believe that we can do even better.

Our students are bright, articulate, fun to be with and rightly expect that their teachers will share and encourage their aspirations. As teachers, we all offer students every possible opportunity beyond the classroom with a wide range of extra-curricular activities, support and pastoral care. We offer wellbeing support and aim to develop not just the academic abilities of our students but also to give them the confidence, life skills and personal qualities and values to succeed in a fast moving and competitive world.

We think it is important, that we try to give you a feel for the school to assist you with your application, therefore, I will provide a brief summary of the school below, to give you a small snapshot into our DGGs community. I also wish to direct you to our school website, [www.dggs.kent.sch.uk](http://www.dggs.kent.sch.uk) where we have several videos and information that may help to familiarise you with our expectations, standards and ethos.

Our foundations are built upon our vision tri-colon which is 'Building Character, Fostering Respect and Achieving Success'. We also practise 5 Character Values which we believe underpin good citizenship and are the qualities which we wish to celebrate within school. These were decided upon after consultation with the staff and students alike. The values represent what we as a community value in each other and are central to our ethos and practice. You can read more detail on our website regarding the vision tri-colon and Character Values of Mutual Respect, Intellectual Curiosity, Compassion, Courage and Moral Purpose.



## Applicant Information

### About the Role

We are looking for an enthusiastic Teaching Assistant – One to One, to join our successful and dedicated team.

This post requires an ambitious, innovative, hardworking individual who is committed to working with other departmental staff. The successful candidate must be able to give our students the confidence and knowledge to reach their highest potential.

We are looking for a dynamic and forward-thinking individual who will be able to balance the demands of managing the day-to-day and improve the opportunities available to our students and wider community. The successful candidate must demonstrate professionalism, be able to work on their own initiative, as well as working as a team member, and have a positive, collaborative and 'can do' approach.

DGGS is a supportive and inclusive school community who are committed to working together to ensure that our students are provided with the highest academic standards. We work hard, but we enjoy what we do.

If you share our passion, energy, enthusiasm and determination to ensure the highest quality of education and support for our students then we look forward to receiving your letter of interest and completed application form, which can be downloaded from Kent Teach or by clicking the link: <https://www.kent-teach.com/Recruitment/Vacancy/VacancyDetails.aspx?VacancyId=103887>

To assist you in this process we have included a job description, person specification and a job description.

The closing date for receiving your application is midday, Friday, 1<sup>st</sup> July 2022 with shortlisting and interviews taking place on Wednesday, 6<sup>th</sup> or Thursday, 7<sup>th</sup> July 2022.

Yours sincerely,

RCF Benson  
Headteacher

# Dover Grammar School for Girls

## Person Specification



### Required

- Qualified Teacher Status
- Education to degree level in an appropriate subject
- Evidence of successful and innovative teaching
- Strong subject knowledge
- ICT proficiency
- Energy and enthusiasm
- Highly organised
- Evidence of commitment to Continuing Professional Development
- Evidence of commitment to extended learning for students beyond the classroom

### Desirable

- Evidence of contribution to whole school development
- Knowledge and understanding of current educational
- Experience as a form tutor, including academic monitoring and support
- Experience of teaching in a selective school
- Evidence of networking within and beyond school
- Evidence of providing extra-curricular activities

# Dover Grammar School for Girls

## Applicant Information

### Academic Success

- Monitoring, assessing, recording and reporting effectively and on time
- Preparing students for the appropriate public examinations
- Having an awareness of teaching groups' abilities and a commitment to add value

### Building Character

- Participating in training and development activities
- Attending and taking assemblies

### High Quality Teaching & Learning

- Promoting positive attitudes to students, parents and colleagues
- Planning, preparing, teaching and marking appropriate work
- Participating in arrangements for own annual performance review
- Reviewing teaching methods with a real focus on how students throughout the school and 6<sup>th</sup> form learn in each lesson
- Reviewing and amending schemes of work/programmes of study as appropriate
- Maintaining good order in the classroom at all times with regard to agreed school procedures
- Supervising students before, during and after school and ensuring supervision duties are undertaken promptly and professionally
- Communicating and consulting with parents, colleagues and outside agencies as necessary

### High Quality Environment

- Ensuring teaching rooms are conducive to learning, are tidy and are left in the correct manner for colleagues
- Utilising display space to inform, challenge and celebrate the subject

### Commitment to the school, the local and the global community

- Covering for absent colleagues where necessary
- Encouraging and supporting the students as they develop as young people and citizens of the future
- The subject teacher will carry out the professional duties as set out in the current School Teachers' Pay and Conditions Document, subject to any amendments due to government legislation

# Dover Grammar School for Girls

## Teaching Assistant – One to One

### Job Description



Dover Grammar School for Girls are seeking to appoint a Teaching Assistant to join the SEND department at the school. The role comprises supporting students' health, pastoral and academic needs, assisting them in accessing learning throughout the day and making good academic progress as a result.

This is a temporary contract to support the needs of a Year 7 student and is likely to be for this academic year in the first instance, after which funding and support will be reviewed.

The ideal candidate will be an enthusiastic, patient and motivated individual, with experience of supporting children in Key Stage 3. They will demonstrate ability to interact with students and show a calm authoritative presence in a professional environment.

An understanding of students' emotional and academic needs is highly desirable.

#### Main Purpose of Role

1. To support an identified student with Special Educational Needs and Disabilities in accessing all aspects of school life
2. To monitor health needs, intervening as required
3. To support an identified student with their emotional wellbeing

#### Main Responsibilities

##### Support for the Student

- To understand the individual needs of the students with whom they are working and be responsible for supporting them in accordance to their agreed provision plan
- To be proactive in providing necessary support, ensuring the safety and wellbeing of the student
- To establish productive working relationships with the identified student, acting as a positive role model
- To assess, record and give feedback on the achievements and progress of students through agreed monitoring systems
- To accompany identified student on educational visits
- To be proactive in working with the teachers to ensure the student's needs are met

##### Support for the School

- To be aware of, and comply with, policies and procedures relating to safeguarding, health and safety, security and confidentiality
- To contribute to and uphold the ethos and values of DGGGS
- To attend and participate in CPD

# Dover Grammar School for Girls

## Teaching Assistant – One to One

### Job Description



- To assist in the general care of the school environment
- To participate proactively in the performance appraisal system for support staff, taking responsibility for professional development.

#### Necessary Experience

- Good standard of general education (i.e. minimum NVQ 2 or equivalent) together with good English and Mathematics skills (i.e. GCSE grade 5 or equivalent)
- Successful relevant experience of working with young people
- Ability to use ICT and specialist equipment/materials
- Ability to relate well to young people and adults, understanding their needs and being able to respond accordingly
- Experience of encouraging students to interact with others and be socially responsible

Any other duties commensurate with the grade of the post as directed by the Headteacher