



Maidstone Grammar School *for Girls*



Teacher/Trainee Teacher of English

Trainee Teacher Full-time, Qualified Teacher Part-time MPS/UPS
1 Year Fixed Term Contract Required from September 2023

Applications from prospective ECTs and experienced teachers are welcome





The Post

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We are seeking an enthusiastic, dynamic and innovative colleague to join a team of committed professionals within our English Department to teach across all key stages. The post would be equally suitable for an experienced teacher, for an ECT or a Trainee Teacher. A passion for the subject and the desire to inspire others are essential. The ability to additionally teach Media Studies would be an advantage.

The Team & Our Facilities

The English Department consists of a Head of Department, Second in charge of Department and Head of Media Studies along with 6 colleagues. At A level English and English Language/Literature and Media Studies is a popular choice of subjects amongst our Sixth Form students.



Important Dates

*Closing date for applications: 8am on 19th June 2023

Interview date: 23rd June 2023

*Applications are welcomed immediately. Applications will be considered in the order in which they are received. Suitable candidates may be interviewed before the closing date and Maidstone Grammar School for Girls reserves the right to withdraw the position if an early appointment is made.

Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. All posts are subject to an Enhanced Disclosure Application to the Disclosure and Barring Service. For more information please see our [Safeguarding Policy](#).

Job Description

Core Purpose

The Core Purpose of a Classroom Teacher is to teach effectively (providing pace, challenge and differentiation), according to the individual needs of the student.

The post holder will:

- Report to the Head of Department/Teacher in Charge.
- Carry out the professional duties as set out in the current Teachers Pay and Conditions document.

- Participate in the required training to gain QTS (Trainee Teachers only)

Teaching and Learning

- Prepare and deliver lessons as required by School policy and process
- Monitor and assess all students in line with School and subject policy
- Differentiate work to allow accessibility and challenge for all students
- Participate in School Self-Evaluation
- Implement and support ALL school policies in line with the STPCD
- Monitor Health & Safety issues within their own teaching base, and report defects
- Provide work for classes during short term absence

People and Relationships

- Participate in appropriate meetings and liaise with colleagues over issues such as Learning Support
- Support, proactively, the ethos and distinctive features the school

Assessment

- Assess and record students' performance in the delegated classes in line with School policy and process. This should include regular testing and practical assessments, end of year examinations (as appropriate) and other methods.
- Monitor the performance of students
- Assist the Head of Department/Teacher in Charge in ensuring that whole school assessments are in place by the published deadlines and that moderation procedures are completed

Safeguarding

- Adhere to the requirements as set out in the current version of KCSIE
- Attend/Complete all MGGS training in relation to safeguarding
- Report all safeguarding concerns in a timely manner as specified by the school
- Ensure there is a culture of safeguarding within all areas of the role
- Be committed to safeguarding and promoting the welfare of children and young people

Form Tutor Role

In addition, Classroom Teachers act as Form Tutors.

Core Purpose

The Core Purpose of a Form Tutor is to lead and support students in their group to maximise their total development: academic, physical, social, moral and spiritual. Guidance about fulfilment of this duty will be given by the Head of Study.

The post holder will:

- Report to the Head of Study/Assistant Head of Sixth Form

Safeguarding

- Adhere to the requirements as set out in the current version of KCSIE
- Attend/Complete all MGGS training in relation to safeguarding
- Report all safeguarding concerns in a timely manner as specified by the school
- Ensure there is a culture of safeguarding within all areas of the role
- Be committed to safeguarding and promoting the welfare of children and young people

Person Specification

A list of qualities required always looks daunting. However, we would like to reassure you that we are realistic, and more interested in you as a whole person rather than in a tick-list of your attributes. It is not expected that you will have had the opportunity to develop each of the skills to the same level. Please use the statement in support of your application as an opportunity to tell us about your strengths, or the elements of your work of which you are most proud, and the ways in which you could make a contribution to this school.

	Characteristics
Qualifications	<ul style="list-style-type: none"> ● Graduate ● Good honours degree ● Good secondary school qualifications ● Qualified teacher status/Training towards QTS
Personal qualities	<ul style="list-style-type: none"> ● Passion for English and an ability to share this with others ● Capacity for hard work and high expectations of self and students ● An ability to relate well to colleagues and students ● Ability to work well as part of a team and contribute to department resources ● Ability to initiate ideas, set targets and meet own and other people's deadlines ● Generosity of spirit
Knowledge and skills	<ul style="list-style-type: none"> ● Strong teaching skills ● Strong communication skills ● Ability to identify and address underachievement in the subject, including of the most able ● Excellent ICT skills ● Ability to address the needs of individuals ● Good organisational skills ● Ability to offer Media Studies
Experience and training	<ul style="list-style-type: none"> ● Experience of teaching the subject at secondary school level (as a teacher or trainee student) ● Experience of teaching GCSE English and either A level English or A level Media Studies ● Willingness to take part in professional development ● Some experience of teaching able students at secondary school level, either as a qualified or as a student teacher

Staff Development Opportunities

Maidstone Grammar School for Girls is a very successful selective girls' school of 1,220 students with a mixed sixth form of approximately 340. The post offers the opportunity to work with intellectually able young people in a supportive and friendly environment. Staff benefits include strong support for professional development.

Opportunities include:

- A personal induction programme
- CPD days and a range of workshops delivered through twilight
- Performance development opportunities
- Relevant external CPD training courses.

Staff Benefits

Maidstone Grammar School for Girls is located on a 16 acre site surrounded by attractive open grassed areas and woodland. We are within easy walking distance from the centre of Maidstone and served by two nearby mainline rail links and convenient access to the M20 and M2 motorways. We also have ample on-site parking.

- MPS/UPS
- Generous Pension Scheme (TP/LGPS)
- Health Care Plan*
- Free On-Site Parking
- Free break-time coffee/tea
- Staff Well-being Committee

*Available to permanent employees only.

How to Apply

Applicants should complete our application form and email, along with a covering letter, to the Headteacher's PA. Applicants are strongly encouraged to also complete our [Equal Opportunities & Recruitment Monitoring Form](#). If you require any additional information please contact Ms Starns, PA to the Headteacher via email: mstarns@mggs.org

Please note that pre-interview visits are not available, however, full information including a virtual tour can be found on our website <https://www.mggs.org/>

The Application Process

Application forms and full details can also be found on our Vacancies page on our website: <https://www.mggs.org/joining-us/join-our-team/vacancies/> and should be sent to mstarns@mggs.org.

Teaching and Support Staff references will be requested prior to interview.

General Information

Please refer carefully to the information you have been provided for this post. Please ensure you complete **ALL** sections of the application form.

Your application will be treated in the strictest confidence. Please see our GDPR and Data Protection Policy, Equality Policy, Child Protection Policy on our website <https://www.mggs.org/key-information/policies-public-notice/>

MGGS is committed to ensure that we develop a safe culture and that all steps are taken to recruit staff and volunteers who are safe to work with our learners and staff. MGGS will follow relevant guidance in [Keeping Children Safe in Education 2022](#) (Part Three, 'Safer Recruitment') and from The Disclosure and Barring Service (DBS). It is an offence to apply for a role if the applicant is barred from engaging in regulated activity relevant to children. Please see the [Guidance on Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975](#).

About Us

Welcome to our forward-thinking community with a tradition of excellence

Maidstone Grammar School for Girls, or 'MGGS', as it is more often known, has a strong community spirit which is underpinned by our belief that the happiness of all our students is key to enabling them to succeed. We have been providing an academic education for girls (and boys in the Sixth Form) from the town of Maidstone and its surrounding area for over 130 years.

MGGS is a very special place. Our students love learning; they are talented, compassionate and inquiring young people who have a deep sense of belonging and commitment to their school.

As an outstanding school we are 'A forward-thinking community with a tradition of excellence', ensuring we develop young adults of character, who are able to flourish as adults in today's society. We deliberately combine our rich tradition of community service with the school's strong house system. The school's house system brings students of all ages together in many whole school activities and creates friendships which endure, lasting well beyond their years at school. At MGGS we focus on students as individuals, fully engaging with the latest technology available to enhance students' learning.

Our academic curriculum at MGGS provides students with outstanding examination results year on year. In summer 2022 75% of students achieve A*-B grades and at GCSE 56% were grades 9 to 7.

"I love being part of the MGGS community. From day one I felt welcomed into something special. There are so many opportunities for me to try new things and take part in activities that I enjoy. I really feel that my happiness is as important to the school as my academic success." Year 7 Student

MGGS is a Leading Light school, using G Suite for Education, and we have been acknowledged by Google UK as one of the most advanced schools for its integrated use to promote student learning. MGGS is a Computing Hub for the South East, a status awarded by the Department for Education for our high standards in Computer Science. Other notable awards include the British Council's prestigious International School Award in recognition of our work in bringing the world into the classroom. Furthermore, we have been successfully reassessed and have maintained our Quality in Careers Standard, the national quality award for careers education, information, advice and guidance (CEIAG).

We are widely recognised for our broad and balanced curriculum (all students study two languages at Key Stage 3), and our tradition of academic excellence, together with the many enriching extra-curricular activities we provide for students. We believe that our Curriculum and Sixth Form Extra enrichment programmes are vital to building self-confidence, resilience, and leadership skills in all of our students. We nurture individuality and scholarship to ensure that our young people will go on to take leading roles in society and become happy and fulfilled adults.



Our Results

A Level Exam Results 2022

We are very proud of our students; not only are their academic standards high, but they also develop as confident articulate individuals ready to take full advantage of opportunities as they arise

We see a continued trend of increasing academic results year on year at MGGS, enabling students to pursue their individual goals. They go on to pursue a wide range of pathways, including university study, apprenticeships and employment.

Summer 2022 has seen:

168 students sat a total of 470 A level examinations

44% of all grades were A* or A, with 12 students achieving complete sets of A* grades

75% A* – B grades

92% achieved A*- C grades

A quarter of the cohort have gained places at Russell Group universities with 3 students gaining Oxbridge places, including 2 to study Medicine.

GCSE Exam Results 2022

We are very proud of all the achievements of our talented students, especially their outstanding GCSE results.

Summer 2022 saw our Year 11 students achieve some fantastic results, which was a result of their hard work and resilience over the last two years. It has been a challenging time for all. Our Year 11 students demonstrated their commitment to their education, as well as in managing challenges that others before them have not had to face.

We are extremely pleased to be celebrating the fantastic achievements of our Year 11 students. Our students have risen to the increased challenge of the GCSE specifications and have been very successful. We are very proud of all of their individual achievements and look forward to the next stage of their education at MGGS Sixth Form.

Summer 2022 has seen:

171 students sat a total of 1791 GCSE examinations

56% of grades achieved were 9-7

80% of grades achieved were 9-6

93% of grades achieved were 9-5



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