

# Dover Grammar School for Girls

## Applicant Information

### Subject Leader/Teacher of French Modern Foreign Languages

- French Specialism

Required from: September, October, January

MPS/UPS (TLR available for the Subject Leader role)



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.

a: Frith Road, Dover, Kent. CT16 2PZ

t: 01304 206625

e: [enquiries@dggs.kent.sch.uk](mailto:enquiries@dggs.kent.sch.uk)

w: <http://dggs.kent.sch.uk/>

 [dggs\\_info](#)





Dear Applicant,

Thank you for your interest in the post of Subject Leader/ Teacher of Modern Foreign Languages, specialising in French. 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 664 girls in Key Stages 3 & 4 and a co- educational Sixth Form of 207 students. We 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 2023 were outstanding, once again, with 29% of all grades at A level being A\*-A and 57% being A\*-B and a pass rate of 98%. At GCSE, 34% of all grades were at 7, 8 or 9 with 49% of students achieving at least one grade 8 or 9.

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, 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.

### *About the Role*

We are looking for an enthusiastic, innovative and forward-thinking Subject Leader/Teacher of Modern Foreign Languages, to join/lead our successful and dedicated MFL department. We are seeking an outstanding practitioner who is able to teach GCSE French, with the potential to teach A Level, depending on experience. Applicants with a specialism in German are equally encouraged to apply.

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 teaching 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 which is 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.

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

The closing date for receiving your application is 9am on Friday, 21<sup>st</sup> June 2024 with interviews taking place on Wednesday, 26<sup>th</sup> June 2024.

Yours sincerely

Mr RCF Benson  
Headteacher

# Dover Grammar School for Girls

## Subject Leader Job Specification



- Subject Leaders are line managed by a member of the Senior Leadership Team
- The department's subject teachers are line managed by the Subject Leader
- The Subject Leader 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
- This role also requires you to be a subject teacher and a form tutor, as set out in the Staff Handbook

### Academic Success

- Setting appropriate but challenging departmental targets for the subject with the department members and for the students
- Ensuring effective and accurate assessment
- Ensuring the department's public examination results are maintained and consistent with our ongoing high standards
- Choosing and developing appropriate courses across the age and ability range

### Building Character

- Team building through delegation and consultation
- Planning and evaluating own and departmental CPD
- Ensuring a departmental contribution to extended school activities (subject club, trips, revision sessions, etc.)
- Managing change, resolving conflict and empowering individuals and teams

### High quality teaching and learning

- Monitor the quality of teaching within the department
- Promoting positive attitudes with students, parents and colleagues and generating subject enthusiasm
- Setting high standards for the department in terms of teaching and punctuality of records/paperwork
- Maintaining high standards by reviewing how students learn and keeping practices current by means of training, observations and the sharing of good practice
- Selecting new staff and deploying staff appropriately and effectively
- Managing departmental performance reviews and contributing to own performance review
- Ensuring subject learning continues when colleagues are absent

# Dover Grammar School for Girls

## Subject Leader Job Specification



### High quality environment

- Ensuring subject rooms are conducive to learning
- Deploying and managing departmental resources effectively, appropriately and fairly
- Utilising subject display boards in corridors and classrooms to celebrate, inform and challenge

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

- Ensuring that all departmental documentation, including programmes of study and schemes of work give appropriate reference and relevance to equal opportunities, citizenship, work-related learning and enterprise
- Communicating, where possible, the subject's relevance and importance to our community
- Ensuring departmental contributions to whole school events, policies and overall school ethos
- Liaising with other departments, primary schools, other secondary schools, the local community and relevant outside organisations, institutions and professional bodies

# 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 issues
- 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

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## Subject Teacher Specification



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### Academic Success

- Setting appropriate but challenging targets for own performance and for the students
- Ensuring effective and accurate assessment
- Ensuring the department's public examination results are maintained and consistent with our ongoing high standards
- Contributing to the developing of appropriate courses across the age and ability range

### Building Character

- Team building through delegation and consultation
- Planning and evaluating own and departmental CPD
- Ensuring a departmental contribution to extended school activities (subject club, trips, revision sessions, etc.)
- Managing change, resolving conflict and empowering individuals and teams

### High quality teaching and learning

- Ensure high quality teaching in every lesson
- Promoting positive attitudes with students, parents and colleagues and generating subject enthusiasm
- Setting high standards in terms of teaching and quality, and punctuality of records/paperwork
- Maintaining high standards by reviewing how students learn and keeping practices current by means of training, observations and the sharing of good practice
- Carrying out relevant risk assessments relating to Health and Safety for the delivery of practical science lessons
- Reviewing and amending schemes of work / programmes of study as appropriate
- Contributing to own performance review
- Ensuring subject learning continues when colleagues are absent

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## Subject Teacher Specification



### High quality environment

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# Dover Grammar School for Girls

## Modern Foreign Language Department



Modern languages are a vital component of a secondary school curriculum, offering to the pupil a comprehensive series of valuable experiences which cover the major areas of learning. By studying the culture of other nations, our students should become sensitive to the differences between cultures and thereby sensitive to themselves and their own culture. Through the study of a foreign language we believe our students will also become more aware of their own language. Communication in the foreign language gives our pupils the opportunity to relate to others within the peer group and wider areas, thereby facilitating the social relationships within their own culture and in relation to another culture. Through languages our pupils are developing an awareness and a tolerance of others, working in close proximity with their contemporaries, either as an individual or in a group, thereby learning to feel closer to and to work with fellow human beings in general.

All students study French and German in Year 7. At the end of the year, they choose which one they will continue learning as their GCSE language option. There are two timetabled periods of French and German in Year 7. In Years 8 and 9 and at Key Stage 4, all students study their chosen language for three periods per week. These are taught as singles.

The MFL Department offers both French and German at A level. School policy states that a student should have obtained a Grade 7 at GCSE in order to continue with the subject at A level.

Our Sixth Formers are timetabled to see the Foreign Language Assistants for at least one lesson a week in small groups and individually in their free periods. At Key Stage 4, the FLA joins classes for one or two lessons a week per class and works with students for conversation classes in small groups or on a one to one basis.

### Staffing

The MFL Department comprises of a Subject Leader of French, Subject Leader of German, and 5 MFL teachers. In addition, we employ a French and a German Assistant every year.

### Curriculum breakdown

For French in Key Stage 3, students follow the Encore Tricolore course. At Key Stage 4, students follow the Eduqas GCSE course. For their A level studies, students are issued with the Edexcel French textbook. These are supplemented by other materials such as Attitudes. For German at Key Stage 3, students currently follow the Echo Express course, supplemented by other resources. In Key Stage 4, the Eduqas GCSE course book is used. For A level, the Edexcel German textbook is issued to the students, supplemented by other teaching resources, including authentic materials.

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## Modern Foreign Language Department



## Centre Assessed Results for 2020

A Level	A*	A	B	C	D	E	U			
French		1	1	1	1					
German		2	1							
GCSE	9	8	7	6	5	4	3	2	1	U
French	6	4	12	8	12	7	3	1		
German	6	6	16	12	24	9	4	1		

## Teacher Assessed Grades for 2021

A Level	A*	A	B	C	D	E	U			
French		2	1							
German	2	1			1					
GCSE	9	8	7	6	5	4	3	2	1	U
French	5	8	14	21	13	9	1			
German	5	8	13	25	7					