

# Dover Grammar School for Girl Applicant Information

## Subject Leader of Design & Technology

(TLR2 £4532 pa)  
Required: January 2020



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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Dear Applicant,

Thank you for your interest in the post of Subject Leader of Design & Technology. This is an exciting opportunity to lead the team at one of Kent's highest performing grammar schools. Dover Grammar School for Girls is a selective, high achieving school with 686 girls in Key Stages 3 and 4 and a co-educational sixth form of 229 students. We have been oversubscribed for many years and have twice been rated 'Outstanding' by Ofsted; the latest inspection was 2013.

In 2019, 83% of students achieved Grade 5 or above in English and Mathematics at GCSE and our Attainment 8 score is 63. At A Level, 75% of students gained A\*/C. Progress 8 has not yet been finalized for 2019, however it was + 0.45 in 2018. The school's Level 3 Value Added 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 firmly believe that we can do even better. We are now therefore looking for an enthusiastic, innovative and forward-thinking Subject Leader of Design & Technology to lead our successful and dedicated team.

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.

The successful applicant will lead a department that is a popular option at GCSE and post 16. We are seeking an outstanding practitioner who is able to teach at all Key Stages as well as ensuring the policies and practice deliver 100% 5+ at GCSE. The successful candidate must also be able to support those who find the subject more challenging whilst also stimulating and stretching the brighter students. This post requires an ambitious, innovative, hardworking individual who is committed to developing departmental staff and to giving our students the confidence and knowledge to reach their highest potential.

This particular post becomes available at an exciting time in our drive to become a school dedicated to promoting courses and careers in Science, Technology, Engineering and Mathematics (STEM). We have recently reviewed and updated our curriculum offer and continue to enhance our whole school enrichment programme in order to ensure that all students have the opportunity of benefitting from a range of different STEM related courses and activities. We would therefore be looking for the successful candidate to have plenty of ideas in order to make a full contribution to this key area of development.

Here at Dover Grammar School for Girls we look after our staff with a full programme of induction, a 'buddy' on arrival and we also provide a laptop.

We are a diverse yet united group of individuals working together to ensure that our students, parents and the local community are provided with the highest academic standards. We work hard, but we enjoy what we do.

# Dover Grammar School for Girls

## Applicant Information



If you share our passion, energy, enthusiasm and determination to ensure the progress of our students, and to maintain and further develop a high achieving department of professional colleagues within this close-knit environment, then we look forward to receiving your letter of interest and completed KCC application form, which can be downloaded from our website and Kent Teach. To assist you in this process we have included a job description, person specification and a statement from the Design & Technology Department.

The closing date for receiving your application is midday, Friday, 27<sup>th</sup> September 2019.

Yours sincerely,

A handwritten signature in black ink that reads 'R.C.F. Benson' followed by a small flourish.

Mr 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 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

# Dover Grammar School for Girls

## Subject Teacher Specification



### Academic Excellence

- 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

### Personal Fulfilment

- 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 and others' annual performance review
- Reviewing teaching methods with a real focus on how girls throughout the school and 6<sup>th</sup> form boys 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

# Dover Grammar School for Girls

## Subject Leader 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 Excellence

- 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

### Personal Fulfilment

- 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 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
- 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

### 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

# Dover Grammar School for Girls

## Subject Leader Specification



### 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 communities
- Ensuring departmental contributions to whole school events, policies and overall school ethos
- Liaising with other departments, primary schools, other secondary schools and relevant outside institutions and professional bodies

# Dover Grammar School for Girls

## Design Technology Statement



Design and Technology is an important area of study because it enables young people as consumers to consider the wider implications of design within the constraints of living in a modern industrial society. As an important part of STEM education our aim is to prepare students thoroughly for post- secondary study and the 21st century workforce.

Design and Technology is taught in three rooms. A multi-media workshop, a specialist food room and a computer room shared with other subjects. The workshop has workbenches, computers and a range of specialist equipment. This includes CAD/CAM equipment, including a 3D milling machine, a plotter, a laser cutter and 3D printers. We also have a range of machinery for manipulating materials including vacuum forming equipment, pillar drill, wood lathe, scroll saws, band saw, brazing hearth and a disc- sander. The Food room comprises both gas and electric cookers and equipment to enable the prototyping and manufacturing of food products, including the use of computers. All rooms are equipped with interactive smartboards.

At Key Stage 3, all students experience design and manufacturing activities in the areas of Product Design, Electronics, Graphics, and Food. All students study Design Technology including Food from Year 7 to Year 9. There are two periods of DT in Years 7 and 8 and one in Year 9. They experience a range of design and technology tasks, building skills and understanding in a wide range of materials and processes.

At Key Stage 4, students study either Food Preparation and Nutrition (Eduqas) or Design Technology (AQA) with a focus on product design over three periods a week.

In the Sixth Form, the Product Design course (AQA) encourages students to produce a portfolio of work showcasing various design and manufacturing skills processes and design communication techniques. This leads on to a major individual project in Year 13.

### Staffing

The DT Department comprises 3 teaching staff and 1 Technician.

## Examination Results for 2018

	A*	A	B	C	D	E			
A Level PD	0	1	2	1	0	1			
GCSE	9	8	7	6	5	4	3	2	1
PRODUCT	1	2	6	7	12	4	3	2	0
FOOD		3	1	2	3	1	2		