



**Mayfield Grammar School
Gravesend**

**Appointment of
Learning Leader**

Closing date: 1.00 p.m. – Monday 4th October 2021
Interviews will be held week beginning 11th October 2021



Mayfield Grammar School Gravesend

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Learning Leader – TLR 1D (currently £8,607)

This is an exciting opportunity for an enthusiastic and committed teacher to join our outstanding Pastoral Team as a Learning Leader. We would like to appoint from January 2022, but a later start date would be considered.

We are looking for a highly qualified, motivated and flexible teacher on the Main Professional Scale or UPS who has a strong commitment to the delivery of outstanding pastoral care.

The post does not have a specific subject attached to the role, but the ability to offer one or more of the following subjects would be an advantage (Business Studies, Economics, History, Mathematics or PE).

The school has a high profile for achievement locally and nationally and prides itself on its strong record of internal professional development.

Further details and an application form are available from the Staff Vacancies section of the school website www.mgsg.kent.sch.uk

Applications made via Kent Teach and TES will be accepted.

CVs will not be considered and should not be submitted.

All applications with a covering letter addressed to Mrs E Wilson, Headteacher

must be received by **1.00 p.m. on 4th October 2021**

Interview will be held week beginning 11th October 2021

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Mayfield Grammar School, Gravesend

Mayfield Grammar School, Gravesend is a selective girls' school with boys in the sixth form which is situated in the town of Gravesend, with easy access to the A2 and M25 and a direct rail link to Charing Cross. In February 2012 we converted to Academy Status and the school celebrated its Centenary throughout 2014/15.

The school occupies two sites. One houses the original 1926 building with its distinctive quadrangle and bell tower, surrounded by its playing fields. New Science, Technology and Dining facilities opened across 2020-2021. The other has specially designed facilities for Technology, Sports and Drama opened in 1995. There is ICT provision on both sites and a new teaching block will open in September 2021 to house our Learning Resources Centre, Music, Multi-purpose Sports Hall, additional classrooms and specialist IT rooms.

The school is an 11-18 grammar school. Entry at age 11 is via the Kent 11 plus selection procedure comprising nationally standardised Verbal, Non-Verbal and Mathematics tests. The procedure allows admission of the top 25% of the ability range. An optional additional opportunity to assess eligibility for admission is available through the Mayfield testing procedure.

The school was judged to be Outstanding by Ofsted in June 2013. Ofsted reported that "achievement in all subjects including English and Mathematics is exceptionally high" and that "The behaviour of students is exemplary. They engage enthusiastically with their learning, are courteous, polite and keen to contribute fully to the life of the school".

We are an outward looking school determined to provide the highest quality education by capitalising on opportunities available to the school. We work as a team where the contributions of all the staff are equally valued. We place major importance on providing new staff with an effective induction into the school and all staff are constantly seeking to improve their professional practice through external and internal training. Governors, parents and the community are extremely supportive of the work of the school.

The Senior Team consists of the Headteacher, a Deputy Headteacher and five Assistant Headteachers. Curriculum Leaders lead their subject teams to ensure a high-quality teaching and learning experience for all our pupils. Pastoral care is led by an experienced team of Learning Leaders who work with Form Tutors and are supported by Key Stage Co-ordinators (AHTs). A House System was introduced in September 2013. Merit points are given to students during the year and the Aster Trophy is awarded to the House with the most points overall.

The teaching staff are supported by Administrative Staff in the main office, a Reprographics Assistant, Librarians, Finance staff, an Assessment Officer, a Cover and Examinations Officer, a Pastoral Support Manager, Cover team and a team of Technicians. A Premises Manager, supported by two assistants, looks after the two sites.

The curriculum follows National Curriculum guidelines. All students have the opportunity to gain ten or eleven GCSEs at the end of Year 11.

There are circa 1206 students on roll, 266 of whom are in the Sixth Form.

From 2018, we expanded the Pupil Admission Number (PAN), to 180. For the last five years, the school has admitted above PAN, and from September 2021 will be increasing our PAN to 210.

Extra-curricular activities include a full sporting programme, choirs, orchestras and other club activities. A large number of students participate in the Adventure Service Challenge (Lower School) and the Duke of Edinburgh Award scheme (Upper School and Sixth Form). There are Conferences, the Graduation Ball and discos for students run in conjunction with Gravesend Grammar School. The school enjoys strong links with the local business community and runs a full Careers (CEIAG) programme. The school runs an extensive programme of trips and visits both home and abroad for all year groups.

Mayfield Grammar School, Gravesend is a happy community where relationships are exceptionally good.

This is a non-smoking school.

Anyone interested in the school is welcome to visit our website at www.mgsg.kent.sch.uk

September 2021

Job Description

Post Title:	Learning Leader	TLR	1D [Currently £8,607 per annum]
Post Holder:			
Purpose:	<ul style="list-style-type: none"> • To raise standards of student attainment and achievement within the specific year group by monitoring and supporting student progress. • To be accountable for overall student progress, student development and the personal well-being and safeguarding of all students in their care. • To ensure the school ethos is reinforced within the year group particularly focusing on equality of opportunity, diversity and inclusion (internal/external). • To develop and enhance the Form Tutor role within the team. • To be accountable for leading, managing and developing the Tutor Team. 		
Reporting to:	Assistant Headteacher		
Responsible for:	Tutors, Part-time tutors within year group		
Liaising with:	Head/Assistant Headteachers, Curriculum Leaders, Student Support Services and relevant staff with cross-school responsibilities, relevant non-teaching support staff, staff, parents.		
MAIN (CORE) DUTIES			
Operational/ Strategic Planning	<ul style="list-style-type: none"> • To lead the development of appropriate resources, schemes of work, assessment (where relevant) and teaching strategies for PSHE programme. • To actively monitor and follow up student progress. • To implement School Policies and Procedures. • To support DSL (Louise Absolon) and contribute to training to ensure appropriate safeguarding measures are in place and actively followed to maintain excellent standards of student care and welfare. • To work with colleagues to formulate aims, objectives and strategic plans for the year group which have coherence to the needs of the students and the aims of the school. • To provide support to the SENCO and contribute to this growing area of MSGS. • To support the growth of the pastoral teams' work with external providers including the school counsellor and the wider well-being agenda. 		
Curriculum Provision and Development:	<ul style="list-style-type: none"> • To input into planning overall curriculum for year groups and to advise on and monitor effects of any curriculum change on year group. • To keep up to date with national developments in the PSHE, British Values and Citizenship etc area and to disseminate into tutor teams. • To lead curriculum development for the year group in PSHE including British Values, Citizenship, e-safety etc. • To be responsible for the PSHE programme for the year group and for overview of PSHE delivered in year group by other subject areas. This involves planning the programme with the Pastoral Team, training tutors and monitoring the delivery of the programme. • To be responsible for the input into British Values, Citizenship, Enterprise, Careers as appropriate. • To support the development of Curriculum Enrichment Days that are suitable for the year group. 		

	<ul style="list-style-type: none"> • To organise Year assemblies as required and to guide tutors as appropriate with form assemblies. • To be involved, as appropriate in the guidance to students on option choices. • To lead the growth and further development of the Personal Development and Enrichment Programme for the year group you are responsible for and to contribute to the development of the distinctive character of the key stage you operate in.
Staffing Staff Development, Recruitment & Deployment	<ul style="list-style-type: none"> • To work with the Assistant Headteacher, with responsibility for staff CPD to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. • To undertake a coaching role to develop the skills of the tutor team • To contribute to the performance management of their tutors as appropriate and to be a team leader as required. • To be responsible for the efficient and effective deployment of Teaching Assistants as appropriate. Ensure that the full PSHE programme and lesson plans are delivered to Cover Team at the start of the academic year. • To make appropriate arrangements for PSHE classes when staff are absent, ensuring appropriate cover within the year group liaising with the Learning Supervisor/relevant staff to secure appropriate cover for time/period. • To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures for tutors. • To promote teamwork and to motivate staff to ensure effective working relations. • To participate in the school's teaching training and ECF (Early Career Teacher) programmes as appropriate. • To be responsible for the day-to-day management of tutors within the designated year group and act as a positive role model.
Quality Assurance:	<ul style="list-style-type: none"> • To ensure the process of the setting of targets within the year group and to work towards their achievement. • To establish common standards of practice within the year groups and develop the effectiveness of teaching and learning styles in the year groups. • To monitor and evaluate the year group in line with agreed school procedures. • To seek/implement modification and improvement where required.
Student Performance:	<ul style="list-style-type: none"> • To ensure the maintenance of accurate and up to date information concerning the year group on the management information system. • To make use of analysis to monitor the progress of students in the year group across their whole curriculum and take appropriate action, liaising with Curriculum Leaders, other staff and parents/carers as needed. • To review progress on the action taken and follow up as needed in consultation with the AHT (Pastoral). • To read and check students' reports, writing comments as needed and in conjunction with the AHT (Pastoral). • To set and maintain high standards in all aspects of the students' school life, including appearance, attendance, punctuality and behaviour. • To monitor and follow up issues of poor attendance and punctuality within the year group and liaise with outside agencies as appropriate. • To maintain records of behaviour issues within the year group.

	<ul style="list-style-type: none"> • To monitor the behaviour of students in the year group, liaising with other staff as needed and taking appropriate action. • To actively praise and reward students in the year group as appropriate eg: certificates in consultation with the AHT (Pastoral). • To be available to students to give guidance, advice, encouragement, praise or discipline, ensuring that every child matters. • To liaise with Outside Agencies on issues pertaining to student performance and welfare.
Communication:	<ul style="list-style-type: none"> • To ensure that communication within the year group, between staff and students is beneficial to all. • To ensure effective communication/ consultation as appropriate with the parents of students, including the organisation of Parents' Evenings. • To liaise with external agencies, partner schools and higher education, as appropriate. • To represent the year group's views and interests at relevant meetings and feedback discussion and decisions. • To contribute to the school liaison and marketing activities, eg: effective promotion of the school at Open Day/Evening.
Management Of Resources:	<ul style="list-style-type: none"> • To ensure the effective deployment of resources human and physical. • To advise the AHT (Pastoral) of requirements for annual BS&A bids for their year group activities. • To monitor the use of the year group facilities and ensure their condition is conducive to learning. Advise the Senior Leadership Team of changes needed to year group facilities. • To liaise with the Premises Manager and relevant Assistant Headteacher when it is felt that maintenance work is necessary.
Other Specific Duties:	<ul style="list-style-type: none"> • To undertake the role of Classroom Teacher (see separate document). • To play a full part in the life of the school community, to support its distinctive ethos and to encourage staff and students to follow this example. • To know and follow school policy and statutory guidance with regard to the welfare and safeguarding (including Prevent, FGM peer on peer pressure, sexual harassment and violence) of all students in your care • To support the wider life of the school by supporting (when requested) the Mayfield Challenge Co-ordinator in attending the camps that operate in Year 7 and Year 8 or/and support the school's DofE (Duke of Edinburgh's Award) Leader (when requested) by attending expeditions/training days as appropriate. A separate allowance may be applicable for certain activities. The school will seek staff volunteers in the first instance to support these activities before requesting individual staff to participate as laid out in this job description. • To support Sixth Form students in the completion of the EPQ as directed by the school. This will include monitoring student progress and assessment of student work. • To undertake any other duty as specified by STPCB not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Staff are expected to undertake any other duties as may be reasonably expected.

Staff are expected to uphold the ethos of the school in all aspects of their work.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed:

Date: