

Dover Grammar School for Girls

Applicant Information



Pupil Premium Teaching Assistant

Term Time plus 5 Training Days
(35 hours per week)

Kent Range 4

Required: November 2021



Dover Grammar School for Girls is an Outstanding Grammar School which fosters excellent academic standards within 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
w: <http://dggs.kent.sch.uk>
 [@dggs_info](https://twitter.com/dggs_info)





Dear Applicant

Thank you for your interest in the post of Pupil Premium TA. 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 689 girls in Key Stage 3 & 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.

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, with the new numbered grade system in all subjects, 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 firmly believe that we can do even better.

Our students are bright, articulate, fun to be with, and, rightly, expect that their teachers and staff will share and encourage their aspirations. As DGGS staff, 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 all currently find ourselves in a very unusual time which is not ideal when recruiting to such a crucial role in the school and I also appreciate that this may not be easy for applicants. Therefore, it is important that I try to give you a feel for the school. I will provide a brief summary of the school below, to give you a virtual window into our DGGS community. I also wish to direct you to our school website, 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 practice 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 on our website.



About the Role

We are looking for an enthusiastic, innovative and forward-thinking Pupil Premium TA to join our successful and dedicated team that is crucial to the success and smooth running of the school. Initially, supporting the Pupil Premium Lead and Pupil Premium co-ordinator in providing well prepared and planned interventions for students in receipt of pupil premium to ensure they achieve in line with other students.

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

The role will comprise tutoring students in receipt of pupil premium on a 1 to 1 and small group basis, supporting identified students in class and ensuring administration for tuition and other interventions is maintained.

This particular post becomes available at an exciting time in our drive to ensure students can take part in a whole school 'Building for Future Growth' programme, which will also give students opportunities to have a more creative outlet. 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.

We are looking for a dynamic and forward-thinking individual who will be able to balance the demands of managing the day-to-day tasks 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 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.

The closing date for receiving your application is midday, Sunday, 31st October with interviews taking place on Monday, 8th November 2021.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'R.C.F. Benson'.

RCF Benson
Headteacher

Dover Grammar School for Girls

Person Specification



Required

- Education to degree level in an appropriate subject
- Compassionate, with empathy for those for whom learning is difficult
- Enthusiastic support for the school ethos and interest in education
- Motivated and able to enjoy working with young people
- ICT proficiency
- Energy and enthusiasm
- Highly organized
- 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 delivering intervention sessions for small groups or individuals
- Evidence of networking within and beyond school
- Evidence of providing extra-curricular activities
- Calm, unflappable, good organiser with a sense of humour
- Patience, discretion, understanding and sympathy for different points of view

Dover Grammar School for Girls

Pupil Premium Teaching Assistant

Information



Dover Grammar School for Girls are seeking to appoint a Pupil Premium Teaching Assistant to join the SEND department at the school. The role comprises of Supporting the Pupil Premium Lead and Pupil Premium co-ordinator in providing well prepared and planned interventions for students in receipt of pupil premium to ensure they achieve in line with other students.

Specific Roles

The Pupil Premium Teaching Assistant is required to:

- deliver targeted academic intervention and tuition programmes to identified individual students or small groups of students
- deliver targeted pastoral intervention programmes to identified individual students or small groups of students
- promote learning by selecting appropriate resources to facilitate agreed learning activities
- keep accurate and up to date records of interventions and report on progress when required to do so
- undertake baseline assessments and analyse results
- provide ongoing feedback to key staff on student progress
- organise opportunities to observe and support identified students within the classroom
- support specific SEND needs where required for students in receipt of PP
- support students in receipt of Pupil Premium in extra-curricular/ enrichment activities as required
- liaise closely with the Attendance Officer and the Key Stage Teams to support families with attendance issues
- promote positive behaviour in line with the school's Behaviour Code
- promote an ethos of inclusion and diversity within the role
- undertake regular CPD on issues related to PP and implement learning in role

General Roles:

The Pupil Premium Teaching Assistant is expected to:

- understand and uphold school policies in relation to health and safety, safeguarding and welfare
- attend relevant training and take responsibility for own professional development
- attend relevant meetings as required
- respect confidentiality at all times
- participate in the assess, plan, do, review process for identified students to track progress
- ensure all duties and services are in accordance with the school's Equal Opportunities Policy

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Pupil Premium Teaching Assistant

Information



The duties above are neither exclusive nor exhaustive and the postholder may be required by the Senior Leadership Team to carry out appropriate duties within the context of the job, skills and grade of this position.