

Dover Grammar School for Girls

Applicant Information



Curriculum Lead for Science

Required: September 2019

MPR / UPR (TLR1 £9664)



“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 Curriculum Lead of Science. 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 660 girls in Key Stage 3 & 4 and a co-educational sixth form of 219 students. We have been oversubscribed for many years and have twice been rated 'Outstanding' by Ofsted; the latest inspection was 2013.

In 2017, 76% of students achieved Grade 5 or above in English and Mathematics at GCSE. Our Progress 8 score was + 0.40 and Attainment 8 score 61.8. At A Level, 52% of students gained A*/B. 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 Curriculum Lead of Science to lead our successful and dedicated team. The successful candidate may also be required to be a Subject Leader of one of the specialisms.

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 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, hard working individual who is committed to giving our students the confidence and knowledge to reach their highest potential.

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.

If you share our passion, energy, enthusiasm and determination to ensure the progress of our students, and wish to be part of 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 Science Department.

The closing date for receiving your application is 9am, Monday, 25th March 2019.

Yours sincerely

A handwritten signature in black ink that reads "R.C.F. Benson".

Mr. RCF Benson
Headteacher

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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
- Have experience of teaching in a selective school
- Have evidence of networking within and beyond school
- Evidence of providing extra-curricular activities
- Ability to teach Chemistry A level would be an advantage

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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 6th 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.

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Science Department Statement



Science is a fascinating subject with a high uptake of pupils at A-Level. This department aims for both academic excellence and personal fulfilment by extending Science beyond the classroom through trips, competitions and enrichment activities. In addition, we have developed strong links with the local community. We work closely with a local Primary school to promote Science through a Primary enrichment programme in which pupils learn about fundamental Science concepts and are able to carry out Science investigations.

The department endeavors to prepare our pupils for their GCSE Science exams through the redesign of the Key Stage 3 and 4 curriculum to meet the needs of the new GCSE Specification. Within this redesign, the department has developed a 5-year journey from year 7 to year 11, placing a strong emphasis on the development of practical skills in Science. Each year group carries out various practicals to assist in the understanding of Science content.

All girls study Science in Key Stage 3 (from year 7 to year 8) and Key Stage 4 (from year 9 to year 11). There are four periods of Science in year 7, 8 and 9 and two periods for each specialist Science subject in year 10 and 11. These are all taught as single periods. At the end of year 11 girls may choose to study Biology, Chemistry and/or Physics for A-Level. There is a general requirement to gain Grade 7 at GCSE to take A Level. However, if pupils achieve a Grade 6 at GCSE in their chosen Science subjects, pupils are able to take their chosen A-Level Science provided their 4th option is STEM Access. At A- Level, students have 6 periods of Science per week. Some of these may be double periods.

Staffing

The Science Department currently has 5 full time members of teaching staff, 4 part-time members of teaching staff and 2 science technicians.

Curriculum breakdown

In Key Stage 3, pupils study our new Keystage 3 Science curriculum which organises the big ideas of AQA Activate and national curriculum topics into clear objectives. Using the Big Ideas principle, the generalisations, principles and models which connect concepts are at the heart of our curriculum. In year 7 students experience an introductory course in Science and this is developed in year 8 as a pre-GCSE year. We believe this curriculum enables students to see the universe analytically, to explain phenomena and make predictions – all skills they need for their next stage of scientific learning.

At Keystage 4 pupils are streamlined, studying either AQA GCSE Separate Science or AQA GCSE Combined Trilogy Science. Pupils have access to Kerboodle resources in the form of interactive quizzes and textbooks.

The A-Level syllabus' followed is OCR Biology, OCR Chemistry A and AQA Physics.

Chemistry Department

Chemistry is a popular and successful subject at DGGS with results above the national average. The Chemistry department currently consists of two full time teachers, a part-time teacher and a Science Technician with Chemistry specialism. All staff teach across the full age and ability range. Staff are encouraged to continue developing their subject knowledge and skills through both internal training and outside courses. As stated above, the Chemistry department explores the OCR Chemistry A specification at A-Level and the AQA Separate Science and Combined Science specifications at GCSE.

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Curriculum Lead for Science

Job Description



Line Manager: Jeremy Single – Deputy Headteacher
TLR point: TLR1C (£9664)

Core purpose: To be responsible the Teaching and Learning of Science across the school
Candidates may need to also be a Subject Leader of one of the specialisms

Teaching and Learning:

- Ensure the highest quality of teaching in the Science Department
- Set high standards of learning by training, observation and sharing of good practice
- To ensure excellent Teaching and Learning practice in the Science department based on current research
- To coordinate the Science timetable, staffing and facilitate changes where necessary
- Ensure learning continues when colleagues are absent
- Promote positive attitudes with students, parents and staff
- Coordinate the preparation, implementation and regular updates to Schemes of Work in Science, and coordinate examination entries
- Coordinate preparation, implementation and regular updates to assessments, in Science
- Ensure behaviour in Science is of the highest standard and that success is rewarded
- Ensure development of the use of ICT within Science
- Ensure that the high standards of external examination results are maintained and improved
- Instigate action plans for under-performing staff
- Monitor and evaluate the Science curriculum and courses as appropriate

Leadership:

- To build an effective Science team particularly through delegation and consultation with other post holders in Science
- To ensure that standards of Health and Safety in Science are high and that all national guidance is followed
- To manage the Science Department budget and produce Science development plans
- To manage change and resolve conflict within the Science team
- Coordinate and evaluate departmental training and development
- Chair Science department meetings and Science post-holder meetings
- Ensure departmental contribution to enrichment, careers and visits programme
- Ensure close tracking, monitoring and evaluation of individual students needs including SEND and Exceptional Potential
- Line-manage and appraise members with those with prompted posts in Science department
- Work closely to ensure roles are appropriately delegated to those with promoted posts in Science

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Science Coordinator Job Description

- Be the first point of reference (along with the heads of subject) for complaints from students or parents about the quality of teaching in Science
- Ensure the effectiveness and efficiency of the technicians
- Assist with the staff appointment process in the Science department
- Ensure that you are up to date with current research into Teaching and Learning

Whole school:

- Work with STEM coordinator to promote STEM across the school
- Ensure the Science laboratories and block are conducive to high quality learning, including displays
- Liaise regularly with other Subject Leaders (attend Subject Leaders meetings), Secondary and Primary schools
- Take responsibility for maintaining and raising the profile of the Science department in the school and the community
- Take assemblies as appropriate