



DARTFORD GRAMMAR
SCHOOL 

A LEARNING COMMUNITY DEVELOPING INTERNATIONAL CITIZENS

Acting Head of English

Application Information





Welcome to Dartford Grammar School

Dartford Grammar School was founded in 1576 and is one of the oldest schools in England. For nearly 450 years, Dartford Grammar School has enabled young people from Dartford and its surrounding area to achieve great things. We are proud of the confident, thoughtful, energetic global citizens that leave the school, fully prepared to contribute to the community, and to rise to the challenges of an increasingly complex future in the wider world.

Dartford Grammar School's students are extremely successful. They enjoy doing remarkably well – both at their academic work and in the teamwork associated with the widest range of co-curricular activities. They value the talents, ideas and successes of others.

Judged outstanding in every Ofsted inspection, and The Sunday Times State School of the Year in the South East (24/2025), Dartford Grammar School provides a broad, balanced international education, following the principles of the International Baccalaureate both in Key Stage 3 and the Sixth Form. Every student studies either Mandarin Chinese or Japanese from Year 7 and an additional European language from Year 8, and students have countless opportunities to visit other countries during their time at the school.

It is rare to be a school within the British education system that offers the IB curriculum exclusively, and we are proud to say that we now offer the opportunity to study the IB Diploma in the Sixth Form to more students than ever. The School received The Sunday Times IB School of the Year award in both 2017 and 2020, and then became the Sunday Times IB School of the Decade in 2020 too, paying testimony to the ongoing excellent results arising through the focus and energy of students and staff in maximising the opportunities the Diploma supports. We believe that the learning benefits and the prospects for university admission are palpable and justify this unrelenting drive to deliver a modern international curriculum. This is underpinned by our strong belief in pastoral care, in guiding and nurturing young people, and our equal drive to offer students a broad and exciting co-curricular programme.

As one leading and reputable educational commentator concluded recently: ***'This is no bastion of educational privilege, but one that has achieved its notable success through hard work, inspired teaching and free-thinking. It is one of the country's truly exceptional schools – and one to be treasured.'***

The school's mission statement, **'A learning community developing international citizens'** reflects the purpose of an IB World School; **'to develop young people who help to create a more peaceful world through intercultural understanding and respect'** and **'to encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right'**.

Please do come and visit us – we would love to welcome you to the school.

Julian Metcalf
Head

ABOUT US

A learning community developing international citizens

Dartford Grammar School is a selective secondary academy for boys, which admits girls to its sixth form. There are six forms of entry to Year 7, and all of the students joining the school are from the top 25% of the ability range. The students come from Dartford, neighbouring towns and villages, and nearby London boroughs. The current roll is 1,542, including 629 in the sixth form.

Curriculum

Dartford Grammar School offers a unique seven year innovative curriculum based on the educational philosophy of the [International Baccalaureate](#) (IB). This begins with the [Middle Years Programme](#) (MYP) in the lower school and then concludes with the [Diploma Programme](#) (DP) in the Sixth Form. The International Baccalaureate (IB) is offered around the world in 146 countries and we are proud that we are a leading IB World School, offering a truly international education. The IB courses are crucial to our ethos encouraging students to be independent, creative and highly successful lifelong learners. We were the first British state school authorised to offer the IB Middle Years Programme to pupils in Year 7 to 9. However, no prior experience of the International Baccalaureate is needed, and the successful applicant will have the opportunity to undertake appropriate CPD as required.

In Years 7 – 9, students develop their knowledge and understanding of their subjects through the skills based Middle Years Programme which is underpinned by the philosophy of the [Learner Profile](#). In Years 10 and 11, students follow a broad range of academic GCSE subjects, including English Language, English Literature, Mathematics, either double or triple Science, two Humanities from History, Geography and Religious Studies and a further option from Art, Drama, Music, Design Technology, Computer Science and Physical Education. We are the only school nationally where all students sit GCSE examinations in two Modern Foreign Languages, one from Mandarin Chinese or Japanese then either French, German, Latin or Spanish. Our innovative Creativity Week programme allows all students to enjoy a cross-discipline approach to their learning and develops independence and autonomy.

In the Sixth Form we offer the IB Diploma to approximately 600 students each year, a programme that equips them with the key skills and a broad but deep subject knowledge to succeed in higher education or employment. The IB Diploma is recognised around the world and so allows students to access universities both in the United Kingdom and internationally. Through the IB Diploma, all students study English, Mathematics, a Language, a Science, a Humanity and either an Arts subject or a second choice from Languages, Science or Humanities. Students choose their six subjects from two levels of entry; three at higher level and three at standard level. Additionally students complete a 4000 word [Extended Essay](#), as well as a study of [Theory of Knowledge](#) and an exciting Creativity, Activity and Service project (CAS). It is anticipated that the successful applicant will have a considerable sixth form teaching timetable.

Our entire curriculum, in line with the IB Learner Profile, encourages students to be internationally minded and aware of the importance of cultural diversity while embracing British values. Our curriculum offers academic rigor with the balance of a vibrant co-curriculum where all students actively participate in the wider life of the school. All of this is underpinned by our commitment to pastoral care and student and staff wellbeing.

Students at Dartford Grammar School enjoy very high academic success. In 2024, with a return to external examinations at both GCSE and IB Diploma level, students gained 78% of all GCSE entries at grade L7-9, and 71% of all IB Diploma entries at grade L6/7, respectively. The school's examination results continue to be exceptional. A GCSE P8 score of 0.92 places Dartford Grammar School as the highest performing boys' school in Kent in 2024. Our sixth formers gained an average UCAS point score of 224 and an average IB point score of 36.2 in 2024. The L3VA will present the school as one of the highest performing sixth forms in the country for progress. Almost all Year 13 students proceed to university with 92% of students successful at their first or second choice, 71% successful at Russell Group universities, 58% taking up STEM related courses and 2% progressing into higher level apprenticeship qualifications.

Ofsted Inspections

The school has been identified five times by Her Majesty's Chief Inspector as one of England's most successful schools, showing a sustained period of outstanding achievement. Our most recent inspection report from December 2022, is on our website – as is our review from The Good School Guide.

Early Specialist Status

In September 1995, the school became one of the first two language colleges in the country. The school is committed to internationalism. While maintaining its high levels of strength in all curricular areas, the school is established as a centre of excellence for the learning of languages, offering tuition in ten. Following the 2008 Ofsted inspection the school was awarded Science as this third specialism and more recently achieved an additional Specialism Quality Mark in Sport. These legacy benchmarks remain an indicator of our determination to be at the forefront of education nationally.

Today the school is a leading Confucius Classroom, a leading Japan Foundation and Goethe Institute school and has been reaccredited with the International Schools Award at the highest level. Dartford Grammar School was the Sunday Times IB School of the Year 2017 and 2020, when it was also awarded the IB School of the Decade. We are currently The Sunday Times State School of the Year for 2025 in the South East. Furthermore, in September 2018 the school became a Hub of Excellence in MFL Pedagogy, a new government initiative to raise standards and uptake in languages. We are currently on NCLE language hubs (one of 15 nationally). The school's reputation for collaboration has also been recognised through our new status as a National Hub of Excellence for Computer Science.

The school has been awarded 'Teaching School' status and takes the lead in initial teacher training across a local alliance of primary and secondary schools, providing additional professional development opportunities.

Buildings and Facilities

The school, founded in 1576, has occupied its present site since 1866. Additional buildings have been constructed since then, the major works in last 10 years being listed below:

2008	extension of sixth form centre adding five teaching rooms;
2009	the remodelling of the Mick Jagger Centre, to provide additional teaching rooms and new laboratories and a Food Technology suite;
2011	new sixth form study suite;
2012/13	extended sixth form centre;
2013/14	new science department;
2013/14	new Key Stage 3 transition area;
2014/15	new Performing Arts Centre and rejuvenation of part of the Hardy building;
2015/16	new dining hall and additional laboratories;
2017/18	new sixth form centre;
2017/18	extension and improvements to the Arthur Jones pavilion;
2018/19	new school shop and print room facility;
2021/22	new fitness suite and learning support department
2022/23	15-year site masterplan developed
2023/24	new recording studio

Pastoral Support

The school has a strong pastoral system operating from Year 7 to Year 13. The school is divided into Key Stage areas, and each year group has a Head of Year who oversees all aspects of the students' development. The school provides 3 Higher Education Advisers and a specialist Careers Adviser. Pastoral support is underpinned by our Student Services team and our safeguarding teams. We pride ourselves on being an environment that really cares about our students and staff.

Extra-Curricular Programme

The school is exceptionally rich in extra-curricular activities. It offers 16 sports and competes with others in at least eight of them each year. Teams regularly gain county, regional and national success, and many students gain

representative honours at one or more of these levels. The school achieves high standards in music, and has an orchestra, wind band, choir, chamber choir and many other ensembles. Drama productions are frequent.

The Performing Arts Faculty benefits from the facilities of the Mick Jagger Performing Arts Centre, a new recording studio, new art rooms and (in the Summer of 2025) a redesigned drama performance space. There are many other clubs and societies, with debating always a popular activity. The school's impressive programme of community service is regarded as a particular strength. The school benefits from many close links with Europe, China and Japan. There are regular overseas cultural and sports trips, and other international visits.

The Duke of Edinburgh's Award is a notable strength: nearly all students in Year 10 complete the Bronze Award, with a majority going on to Silver. Gold Award expeditions take place in both the UK and overseas, while the school has also offered international trips via Operation Wallacea.

External Links

The school has a very active Parents' Association, which provides valuable assistance and support. The school has strong links with Dartford town, local industry and with Higher Education. It has extensive links with many other institutions, and is also part of the world-wide International Baccalaureate Organisation network and we play a leading role in IBSCA. The school is also a part of BASS (the Boys Academic State Schools) network, the IBSL (International Boys' School Coalition) and GSHA (Grammar Schools' Heads Association).

What the School Offers Teachers

The school provides its staff with the experience of teaching able and well-motivated students in an environment with high expectations of behaviour and well-developed systems of teacher-support. The school has a national reputation for the quality of its programme of professional development. The programme includes much that falls within specific subject areas. Staff well-being is a priority in the school, and staff social occasions, staff football and staff badminton are all popular, as is our weekly staff breakfast on a Friday morning!

The school is committed to participation in initial teacher training. Other aspects include a course for Early Career Teachers, preparation for middle management, development of existing middle managers and preparation for senior management. While the school's extensive programme of overseas visits give many staff international experience, the school ensures that its staff development has a further international dimension, for example in IB courses. Staff members have access to the school's excellent facilities for sport and the performing arts including our recently renovated school gym, and an employee assistance programme.

Becket Sports Centre and The Mick Jagger Centre for the Performing Arts

Out of school hours the facilities of both centres are shared with the local community. They are managed by school staff, reporting through independent management structures.

The Becket Sports Centre comprises a sports hall and a recently refurbished, fully equipped fitness studio, with a separate aerobics/training room, which has a sprung floor, allowing dance sessions to be held. The Mick Jagger Centre includes two auditoria (seating 200 and 350 respectively, both with retractable seating), 8 music practice rooms, dance studio, exhibition space, two music rooms, a recording studio, and a Drama Studio. It is a base for 20 community organisations and runs a small commercial programme attracting a range of talents and performers.

Website

Further details of the school, including breakdown of performance figures, can be accessed through: www.dartfordgrammarschool.org.uk

Applicants are warmly invited to visit the school before applying.



STAFF REWARDS AND BENEFITS

Here at Dartford Grammar School, we want to share with you a snapshot of the generous benefits package offered to all staff, from their very first day of employment. We are always looking at new ways and fresh ideas that can best support our body of staff to reach their full potential, both professionally and personally.

What we offer:

- A commitment to invest in staff development via training, CPD, mentoring, and in-house support groups
- Free car parking on site
- Cycle to Work scheme
- On-site dining with superb food
- Free annual flu vaccination
- 24/7 free access to our Employee Assistance Programme for confidential advice and guidance
- Free gym access to onsite facilities
- State of the art school facilities with on site Performing Arts centre
- Regular staff wellbeing events
- Highly attractive pension schemes for both Teaching and Support staff
- Social events
- Electric car charging points
- Staff mentor and staff buddy for new staff

JOB DESCRIPTION

POST: Acting Head of English (fixed term contract)

GRADE: MPS/UPS + LFA + TLR1b

START DATE: April or September 2025

RESPONSIBLE TO: Deputy Head

ENGLISH DEPARTMENT

The English Department consists of 12 full-time and 3 part-time specialist teachers. It is a hard-working, committed team of professionals who work together effectively and enthusiastically. Each member of the department is encouraged to take an active part in decision and policy making, and small teams within the department meet to discuss initiatives, strategies, enrichment and resources at each key stage.

All students in key stage 3 follow the IB Middle Years Programme which gives students the opportunity to study a wide range of language media and literary texts. At key stage 4, students study GCSE English language and English literature (Edexcel). Students results at GCSE in 2023 and 2024 place us as the top performing boys' grammar school in Kent, and our Progress 8 score is one of the strongest nationally. In the sixth form, all 600 students study English literature or Literature and Performance on the IB Diploma. Results at both Higher Level and Standard Level on the IB are excellent, the result of teachers' notable enthusiasm for their subject.

There are detailed schemes of work for all year groups, and the department has a wide range of specialist teaching resources on the diverse range of texts taught at all levels. There is considerable flexibility for teachers to teach to their particular specialisms in the sixth form.

Alongside the well-developed induction course provided by the school for newly qualified teachers, the department has its own programme for new colleagues, offering support in lesson planning, assessment and management skills. Resources are shared within an ethos of mutual assistance, in a department that is friendly, welcoming and highly collegiate

The department has a high profile within the school and organises a wide range of extra-curricular activities: Year 7 Carnegie Shadowing, Scribblers' Ink writing club, Shakespeare in Schools Drama, Journalism Society, Debating Club, Film Club, regular theatre trips, poetry competitions and workshops run by visiting poets. We also run an annual sixth form trip to Stratford-upon-Avon and a prize-winners trip to the Warner Bros Harry Potter Studio tour.

We are seeking to appoint an enthusiastic and well-qualified teacher to lead the department to cover the maternity leave of the current post holder. There is likely to be future appointments within the department and the school to extend the role at the end of this fixed term contract. The Head would be pleased to discuss this. A flexible, innovative and imaginative approach to leading teaching is encouraged with particular emphasis upon an open, but disciplined, approach to the teaching of literature. A readiness to assist with extra-curricular activities in the school is essential.

The post is an exciting one, offering an exceptional opportunity to lead in an outstanding school where students are able, well-motivated and capable of excellence, and where English is a highly valued subject studied by all 1542 students in the school.

ROLE PROFILE

Outline of Role:

- To act as Head of Department, leading the teaching of English in the school.
- To carry out the role of a teacher as defined in the School Teachers' Pay and Conditions document.
- To undertake responsibility for the development and leadership of the Department's work in Key Stage 3,4, and 5 in order to ensure high standards of teaching and learning and the wellbeing of staff and students.
- To encourage the department to innovate in its approach to teaching literature.
- To lead the whole school focus on reading (a key part of our school development plan).

Responsibilities as a Teacher:

- To teach assigned students.
- To participate in the development of appropriate syllabuses, materials and schemes of work.
- To assess, record and report on the development, progress and attainment of students.
- Under the direction of the Head of Year, to act as Form Teacher of an assigned group of students, and to carry out related duties.
- To carry out a share of supervisory duties in accordance with published lists.
- To participate in appropriate meetings with colleagues and parents relative to the above duties.

Principal Accountabilities:

- To advise the Line Manager on, and support the achievement of, challenging student progress targets to make a measurable contribution to whole school targets.
- To draw up, implement and monitor the progress of the Department Development Plan to ensure that it makes a significant contribution to the School Development Plan.
- To maintain a scheme of work by drawing up the section relating to the Key Stage, to guide and support successful teaching.
- To implement within the Key Stage procedures for monitoring and evaluating student progress, in accordance with the school's and Department's policies.
- To co-ordinate extra-curricular activities related to the work of the Department in Key Stage 3,4 and 5.
- To hold department post-holders and subject teachers to account.

Key Leadership Behaviours:

- Adaptability
- Achievement orientation
- Optimism
- Teamwork and collaboration
- Humility
- A sense of humour
- Ability to inspire trust in others
- A determination to support all teachers to improve
- Excellent knowledge of teaching pedagogy.

Knowledge, Skills and Experience:

- Successful performance as a classroom practitioner.
- Excellent level of subject expertise.

APPLICATION PROCESS

Applications will only be accepted from candidates completing the school's application form. All sections of the application form must be completed as accurately and as full as possible. Supplementary cover letter and CV's are welcome in addition to compulsory application form.

All completed application forms must be submitted to the HR Manager, Mrs Michelle Bexley, electronically to mbexley@dartfordgrammarschool.org.uk or by post to the following address:

HR Manager
Dartford Grammar School
West Hill
Dartford
Kent
DA1 2HW

Closing date for applications: 17 March 2025, at 9am

Interview date: Week Commencing 17 March 2025

The school may interview early in the case of an exceptional candidate.

As this is advertised as a fixed term contract for a maternity leave cover, candidates are welcome to contact the Headteacher or HR Manager in advance to discuss the role, and possible subsequent opportunities. Please contact Michelle Bexley on mbexley@dartfordgrammarschool.org.uk

SHORTLISTING AND INTERVIEW PROCESS

Candidate shortlisting will be based solely on the information provided within the application form, so ensuring your application form is accurate and fully completed is imperative.

After the shortlisting process has taken place, candidates will then be invited to interview and references then contacted. On the day of interview, candidates will have the opportunity to tour the school and meet informally with members of the department. Candidates will also be asked to teach a lesson and will attend a panel interview.

All candidates who have been invited for interview will be required to bring the following documentation:

- Right to Work in the UK evidence (typically a passport or driving license)
- Criminal Record Self Declaration (will be sent ahead of the interview)

Dartford Grammar School is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. An enhanced criminal record check via the Disclosure and Barring Service (DBS) will be undertaken for the successful candidate, including a check of the DBS Children's Barred List. All applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with the DBS and at least two satisfactory references. The school may also undertake a google and social media check, as part of our pre-employment vetting checks.

It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.