



MAIDSTONE
GRAMMAR SCHOOL

FOUNDED 1549

Appointment of Head of Digital Teaching & Learning



Letter from the Head

Dear Candidate,

Thank you for your interest in Maidstone Grammar School. I am delighted that you are considering applying for a position in our school and hope that this information booklet will provide you with the information you require.

Maidstone Grammar School has a long and proud history, with roots that can be traced back to the 14th century. While much has changed since our founding in 1549, we continue to strive to provide our students with the best in modern education.

With a long-standing reputation for academic success and outstanding results at GCSE and A Level, we have a consistent record of providing our students with the qualifications and skills required to go on to destinations that meet their interests. Our broad and varied co-curricular and personal development programme, combined with our ethos, values, and commitment to academic rigor, produces well-rounded students.

Maidstone Grammar School is a wonderful place to live and work. In staff surveys, at least 95% of our staff express that they enjoy working here. We are committed to developing our staff and invest heavily in providing access to appropriate and bespoke professional development opportunities and accreditations. We take pride in our low staff turnover rate and are honoured that many of our staff have dedicated numerous years of service to the school.

We are looking to appoint a full-time Head of Digital Teaching & Learning. This is a key and strategic position on the Extended Senior Leadership Team (ESLT), available due to the upcoming retirement of a valued and long-serving member of staff. As Head of Digital Teaching & Learning, the successful candidate will lead our popular and high performing Computing department, while also holding a whole school responsibility for Digital Teaching & Learning. This role comes at an exciting time for the school as we introduce 1:1 personal devices, transforming digital learning across all year groups. The post holder will work closely with the Deputy Head (Staff & Development) and the Digital Champions to lead staff training and ensure a smooth, phased rollout in the coming years. Additionally, as the school's Digital Lead, the post holder will be responsible for ensuring the school meets the DfE's digital and technology standards.

If this role sounds like a challenge and opportunity which excites you, and you believe that you have the necessary skills and experience, then we would be pleased to receive your application.

I hope to meet you in due course.

Your sincerely,

Mark Tomkins
Headteacher





An Introduction to Maidstone Grammar School

Maidstone Grammar School has a long and proud history. Since our founding in 1549, much has changed, but we remain grounded in the values enshrined in our original Charter as we strive to provide our students with the best of modern education.

The school has a long-standing reputation for academic success, consistently achieving outstanding results at GCSE and A Level year after year. In Summer 2024, 45% of all subject grades were graded 7-9, with 24% graded 8-9. Additionally, 95% of students achieved five grades between 9 and 4, including English and Mathematics. At A Level, 60% of all grades were A*-B, with 21% at A*-A. Notably, eleven students achieved at least three A grades or better. Moreover, 55% of students gained places at the UK's Top 30 universities, including 42% at Russell Group institutions, while four students secured Oxbridge and medicine places.

However, MGS is more than just exam results. We offer a broad co-curricular and personal development programme. The school takes pride in its Combined Cadet Force (CCF), one of the oldest in the country, founded in 1906, with Army, Navy, and RAF sections. The school also has a national and local reputation of excellence in Sport and the school caters for the performance athlete and the enthusiastic participant.

The performing and visual arts also have a high profile at MGS. Music is integral to school life, encouraging all students, whether experienced performers or complete novices, to explore their musical talents. Drama encourages students to see themselves as budding actors and performers, with opportunities to audition for productions, participate in clubs, or showcase their talents. Art at the school emphasises diversity, focusing on individual student interests and abilities without adhering to a single house style.

Together, these elements, combined with our ethos, values, and belief in academic rigor, develop well-rounded students and uphold the school's legacy over 475 years.

To find out more about Maidstone Grammar School, please visit our website: www.mgs.kent.sch.uk

Or, find us on social media:

Linkedin: [maidstone-grammar-school](https://www.linkedin.com/company/maidstone-grammar-school)

X: [@MGS1549](https://twitter.com/MGS1549)

Facebook: [MGS1549](https://www.facebook.com/MGS1549)

Instagram: [MGS_1549](https://www.instagram.com/MGS_1549)

Job Description

Job Title: Head of Digital Teaching & Learning

Hours: Full Time

Payscale : L5 - L9

Reporting to: Deputy Head (Staff & Development)

Core purpose of the Job:

The post holder will:

- Report to the Deputy Head (Staff & Development).
- Be a member of the Extended Senior Leadership Team and be required to carry out the professional duties as set out in the current Teachers Pay and Conditions document issued under the Teachers Pay and Conditions Act 1991.
- Provide professional leadership and management within the Computing department in order to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all students.
- Be responsible for the overall management of the teaching of Computing and the learning and progress of students in Computing across the school.
- Be responsible for providing high quality teaching, pastoral care, effective use of resources and improved standards of learning and achievement for all students.
- Be responsible for digital teaching and learning and its management for all teaching staff across the school.
- Be responsible for ensuring the school meets the DfE's digital and technology standards.
- Be committed to professional self-development in order to carry out the job successfully.

Leadership & Management:

- To be a member of the Extended Senior Leadership Team of the school.
- Line management support of the Computing department.
- Creating and maintaining clear departmental documentation for Computing.
- Managing and organising resources.
- Evaluating Schemes of Work.
- Initiating and managing change to raise standards.
- Leading departmental meetings, digital teaching and learning CPD, and meetings for digital champions and all teaching staff.
- Setting targets for Computing and monitoring those targets against student performance.
- Co-ordinate the Computing department's contribution to the School Development Plan and create the Departmental Evaluation Form.
- Provide a link between the Computing department and the leadership team. Feedback results of all monitoring activities.
- Liaising with colleagues in other departments and the leadership team.
- Responsibility for the Computing department budget and the whole school software budget.
- To have strategic oversight ensuring that the school is compliant with the DfE's digital and technology standards.



- To attend governor meetings where necessary.
- To support the ESLT in the strategic development of the School.
- To work with the Deputy Head (Staff & Development) to ensure the roll-out of 1:1 personal devices across the school, monitoring and evaluating its impact, and reporting to stakeholders where appropriate.
- To take an active part in the assembly programme of the school.

Digital Lead:

- To have strategic oversight of all digital technology and how it fits with the School Development Plan.
- To create and manage a digital technology strategy driven by the needs of staff and students, rather than the technology itself.
- To help all staff embed digital technology that meets both staff and student needs.
- To keep registers relating to hardware and systems up to date in order to understand what digital data, equipment, and systems the school has; to manage them effectively; and to track purchasing and licensing for better value when renewing software and hardware.
- To incorporate digital technology into disaster recovery and business continuity plans.
- To oversee a digital technology strategy that is reviewed annually.

Teaching & Learning:

- Ensuring that teaching within the Computing department is of the highest standard through differentiated Schemes of Work, appropriate deployment of staff, use of targets and implementation of the Teaching and Learning Policy.
- Monitoring, formally and informally, teaching and learning in the Computing department, and the digital teaching and learning across the school.
- Reviewing regularly all aspects of the Computing department's work and all other departments' approaches to digital teaching and learning to ensure progress.

Assessment:

- Oversee the assessment and recording of students' performance in Computing. This should include regular testing and practical assessments, end of year examinations and other methods.
- Monitor the performance of students across the school in Computing through the use of departmental and whole school data.
- Ensure that whole school assessments are in place by the published deadlines and that moderation procedures are completed before being passed to the relevant member of the senior leadership team.
- Track student progress over time within Computing.

Formal Monitoring:

- Formally observe all teaching members of the department in line with the performance appraisal policy.
- Provide feedback to staff, monitor improvements and keep line manager informed.
- Check books (frequency and quality of formative feedback, quality of student work, SoW coverage, etc) in line with school policy. This should also include monitoring the teaching records of staff (planning, record keeping, etc).
- Track student progress and use predicted grades to report, on a termly basis, whether or not the Computing department is 'on track' to achieve public examination performance targets.

Student Support:

- Identify students who are under-achieving in Computing and liaise with the relevant member of the senior leadership team as necessary.
- Intervene with those students identified as having problems or underperforming in the subject to help them attain their full potential in the subject(s).

Relationships:

- Act as appraiser in the Performance Appraisal Cycle.
- Develop the role of members of the Computing department, in particular TLR post holders, by providing support and challenges for all aspects of their work.
- Induct new staff in the Computing department and new teaching staff into the school with regard to digital teaching and learning.
- Manage serious issues of behaviour management within the Computing department in line with school policy.

- Provide feedback to parents and carers where appropriate and as directed by the school.

Health & Safety:

- Implement the Health and Safety Policy of the school, including the production of subject specific Health and Safety Policies where relevant.
- Monitor all rooms and stock cupboards for faults, deficiencies, damage, cleanliness and hygiene.
- Include Health and Safety on the agendas of Computing department meetings.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.





Application Process

Apply via our online application form: <https://forms.office.com/e/bn2pTH5RWL>
The closing date for applications is **Noon GMT on Tuesday 1 April 2025.**

We reserve the right to interview and appoint prior to the closing date for applications, so early applications are encouraged.

It is the post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and so to adhere to and ensure compliance with the school's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's Designated Safeguarding Lead or to the Headteacher.

The selection process will typically involve:

- Teaching a lesson.
- A tour of the School.
- An interview with the Headteacher.
- An activity appropriate to the role.

If circumstances dictate, interviews may be conducted virtually.

If you require any reasonable adjustments to assist you in the selection process, please advise us of these so that we can make appropriate arrangements.

Please contact the Headteacher's PA, Mrs L Mantle by e-mail lmantle@mgs.kent.sch.uk if you require further support.

Maidstone Grammar School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service. Maidstone Grammar School is an Equal Opportunities Employer.



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