



The Gryphon School

HEAD OF KEY STAGE 2&3 TRANSITION (LITERACY CATCH-UP) SEPTEMBER 2022



SCHOOLS ACHIEVING SUCCESS TOGETHER



SHERBORNE AREA SCHOOLS' TRUST

HEAD OF KEY STAGE 2&3 TRANSITION (LITERACY CATCH-UP) RECRUITMENT INFORMATION PACK

CONTENTS

- 1 Letter from Nicki Edwards, Head teacher
- 2 Application Process
- 3 Job Description & Person Specification
- 5 Support for Staff – What we provide
- 6 Advertisement



Bristol Road
Sherborne
Dorset DT9 4EQ

T: 01935 813122
E: office@gryphon.dorset.sch.uk
www.gryphon.dorset.sch.uk

May 2022

Dear Applicant,

Thank you for expressing an interest in the post of Head of Key Stage 2&3 Transition at The Gryphon School. This is a permanent position on a full-time basis. Accompanying this letter is information about the School which we hope will provide you with everything you need to know to apply for the post. The School website gives further details about us.

The Gryphon School is a part of SAST (Sherborne Area Schools Trust) which includes many of our feeder primary schools and has excellent pastoral and academic links. In September 2015 a highly successful initiative was begun to provide additional support to small groups of Year 7 students as they transition to a very large secondary school. This initiative was extremely successful with students making outstanding academic progress and has since been rolled out across KS3 and KS4 and is known as the Nurture Department. Nurture teachers plan and deliver a bespoke curriculum for targeted groups of students. The specific focus is on literacy and the Humanities and also links to other areas such as numeracy and IT. The development of the whole child is also crucially important, encouraging and motivating students in order that they gain confidence, self-esteem and success. As Head of Nurture you will also be part of the Teaching and Learning team who will help support, coach and train colleagues, sharing your expertise in KS2 strategies.

The Gryphon is a wonderful place to work and has a special atmosphere and feel. It became a founder member of the Sherborne Area Schools' Trust (SAST) a multi-academy trust established in June 2017. In a recent national publication, The Real Schools Guide, The Gryphon was rated as one of only two schools in Dorset as 5 star; based on attainment, teaching, attendance and outcomes. The Good Schools Guide concludes that we are a 'Super much sought-after school at the very centre of its community taking on the Sherborne independents. Truly a model of comprehensive education at its best – a place for all comers, which children and parents set their heart on, so it bulges at the seams'.

We are an outward looking school with excellent community links as well as strong relationships with other good and outstanding schools across the South West and nationally.

We are a comprehensive school serving a diverse community. Our high quality support staff make a real difference to our students. Teaching is often outstanding, and consistently at least good across all subjects and key stages. Teachers are provided with the resources to make lessons stimulating and practical and have excellent subject knowledge. They make sure students are very clear about what is demanded of them and how to improve. The School's very positive entry in the Good School Guide describes pastoral care and discipline as 'exceptional'. Students are reflective, behave with great courtesy, and are heavily involved in working with staff to improve the school and the welfare of others.

The Gryphon gains high results for its students at both GCSE and A Level. Our large Sixth Form of 400 students is exceptional. We have an excellent record of success in university entrance, including places at Oxford, Cambridge and other Russell Group universities, as well as for training places and apprenticeships.

Our 2021 GCSE exam results were, once again, excellent. 18 students achieved straight 7s, 8s and 9s with many staying on to attend The Gryphon Sixth Form.

Additionally our A level results were excellent with 34 students receiving straight A and A* results including five students heading off to Oxford and Cambridge, and five students going on to study medicine.

In November 2015 our inspection as a Church School (SIAMS) judged us to be Outstanding. Our most recent Ofsted visit, in November 2017, was very positive and confirmed our status as a "good school" and we enclose a copy of their letter to me outlining our many strengths. Our focus for this year, which reflects our Church School status, is that we should be a "10:10" school; where students and staff experience life in all of its fullness. So for

us education is more than just exam results – we place great value on the personal development of each student. We aim for them to leave school as well-rounded young people with a strong sense of what is socially, morally and culturally acceptable, and to feel that they have a contribution to make to the wider community. Digital learning is important at The Gryphon School including the use of mobile technology; we want our young people to use technology responsibly and to enhance their learning.

In summary, we are a true team with a great sense of pride in what we collectively achieve and we embrace the challenge for achievement to be even higher. Our special culture and ethos focuses on enabling students to be the best that they can, both personally and academically, supported by the tremendous work and care of all our staff. We continue to strive to be outstanding in all aspects of school life.

We are looking for someone with high expectations, a love of their subject, the ability to inspire and also laugh whilst enjoying the challenges of this role. You need to be a team player with the inner determination to develop continually, picking up the best ideas from around the world in education. In return, you will join a Department that is full of activity, rewarding and friendly. We have a great record for supporting and developing all of our staff through our own training and links with NCSL providers.

You are very welcome to visit us in advance of an application or to contact us to find out more.

Very best wishes,

N J Edwards

Nicki Edwards
Headteacher



THE APPLICATION PROCESS

We look forward to receiving your application by **9.00am on Friday 20th May 2022**

Interview date: **As soon as possible after the closing date**

You are asked to provide the following:

- A completed Gryphon application form
- A letter of application of no more than 2 sides of A4 detailing your experience and expertise

Completed applications should be returned either by post, marked 'Confidential' to HR Admin Team, Shaftesbury School, Salsbury Road, Shaftesbury, Dorset, SP7 8ER or by email to:

recruitment@sast.org.uk

Should you wish to arrange a visit to view the School, please do not hesitate to contact Caroline Rabbetts, Office Manager on 01935 813122.

Safeguarding responsibilities associated with this role may include engagement in regulatory activity, such as caring for an injured/upset child. It may have regular contact with young people on a day-to day basis. SAST is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and the post is subject to safeguarding checks, including an enhanced DBS check and Children's Barred List check. The post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

The Gryphon School, part of the Sherborne Area Schools Trust, is committed to equal opportunities and positively encourages applications from all sections of the community.



Job Description

Post: Head of Key Stage

Reports to: Assistant Headteacher

Salary: Teachers' Pay Scales (plus allowance which is to be agreed on appointment)

Main purpose of role:

- To offer outstanding teaching of a transition curriculum for targeted groups of students
- To use an expertise in literacy to raise standards
- To actively support the personal development of each child in the widest sense
- To use your KS2/3 subject specialist knowledge to support student progress and to help coach and train other staff
- To develop close relationships with primary schools, the Learning Support team, Subject Departments as required
- To ensure all groups of students fulfill their potential in terms of levels of progress, value-added and attainment
- To promote inclusion of all students and their families and ensure their access to the curriculum and all school facilities and provision

This post should be read in conjunction with the Teacher Job Description.

Main responsibilities and duties:

Leadership and Management

- To contribute to high quality schemes of work, courses of study, teaching materials, teaching programmes, methods of teaching and assessment to meet the needs of the students.
- To ensure excellent communication with students, staff, parents and the community.
- To have high and challenging expectations of students.
- To be outward looking, seeking to research and implement the best ideas nationally and internationally.
- To monitor the progress of plans and targets, and evaluate the impact on teaching and learning.
- To ensure a stimulating, clean and well organised learning environment through a real attention to detail.

Quality of Achievement

- To monitor and evaluate the achievement and attainment of students
- To work with students, middle leaders, and teachers with pastoral responsibilities to ensure high expectations of behaviour and achievement are set for students.

Quality of Teaching and Learning

- To identify, research and adopt the most effective teaching approaches for students with SEN, including study skills that will develop pupils' ability to work independently.
- To support the effective deployment of support staff

Other Duties

- To teach students within the School and carry out other associated duties as are reasonably assigned by the Headteacher.
- To attend Parents' Evenings, meetings and other appropriate groups as required.

Additional Information

The professional duties of the post are those detailed in the School Teachers' Pay and Conditions document and the national Teachers' Standards in England. This job description sets out the duties and

responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

The Gryphon School is committed to safeguarding and promoting the welfare of children and young people and values the diversity of our workforce and welcomes applications from all sections of the community. Successful candidates will be subject to an enhanced Disclosure and Barring Service check.

The Gryphon School Person Specification

Head of Key Stage

Inter-personal attributes

- Able to build relationships quickly, with humility and empathy, whilst showing respect to others - students, parents and colleagues - to get the best out of them
- Positive, optimistic, caring, kind and approachable
- Willing to be immersed in the life of a busy and successful school

Communication and Interaction

- Communicate clearly and accurately both orally and in writing
- Able to listen and respond appropriately
- Flexible to adapt your style in different situations
- Strong and confident ICT skills for teaching and management
- Contribute as a great team player

Planning and Organising

- Manage daily responsibilities and priorities
- Work efficiently and effectively to meet deadlines and deliver successfully
- Design, produce and share high quality learning schemes and resources

Knowledge

- Good honours degree and/or relevant high level expertise
- A real interest in educational issues, approaches and alternatives from around the world
- Strongly support the ethos and culture of the school
- Understanding of effective support for students with SEND

Leadership Skills

- Proactive and confident, yet modest and considered
- You can inspire and motivate others
- Make informed decisions on a daily basis
- Ensure high professional standards including student progress of all groups of students

Problem Solving

- Enjoy facing new challenges
- Find, propose and lead solutions
- Use resources, intellect, creativity and innovation to be successful

Resilience

- Hungry for a challenge
- Have patience and endless energy to persevere through the challenging moments
- Tenacious and versatile
- Maintain a positive mind-set

Self-evaluation

- You are aware of strengths and weaknesses
- Strong desire to learn from others so that you can be even better
- Able to share and support others

We are interested in all these attributes for colleagues joining the Gryphon family but appreciate that some will be areas that you have a desire to develop and grow with our support once you are here. A sense of realism and humour are really important.



The Gryphon School

The Gryphon School – Support for Staff – What we provide.....

High Quality Professional Development

- INSET Programme with national speakers e.g. Sir John Jones, Simon Mayo
- Time is provided for learning and development in everyone's staffing allocation
- Middle leader training programme
- New staff induction programme
- 2nd year teacher programme
- Opportunities for sharing of best practice and expertise
- Encouragement of individual action research through appraisal
- Opportunities to mentor student teachers on ITT, Schools Direct, volunteers and other routes

Support for Teaching

- Investment in resources, facilities and the environment
- Outstanding ICT infrastructure including Wi-Fi, resources
- Strong departmental support structure
- Free iPad for all teachers
- Timetabling ensures specialist teach in their subject areas and there are rarely any split classes
- Designated support for reprographics, trip management, student behavioural support, SEND needs etc
- Dedicated team of school cover supervisors

Links with other schools

The Gryphon is outward looking and a lead member of various school development groups. This facilitates visits, exchanges, subject sharing, leadership support and enhanced student opportunities.

- Member of the Sherborne Area School's Trust (SAST)
- North Dorset – five secondary schools, a Special school and a PRU
- Close links with local independent schools
- Teaching school status

Health and well-being

- Our own specialist HR Manager and team
- Membership of Carefirst providing free welfare counselling, free Occupational Health consultations
- Support from the School Chaplain
- Dedicated INSET time for staff well-being
- Health & well-being focus in INSET sessions

Supporting families

- Nursery on site
- Support for colleagues for time off during periods of family illness/crisis
- Supportive of requests where possible to attend graduations, family weddings, special family events, house moves

Practicalities – little extra touches

- Generous allocation and pattern of INSET Days to support staff learning and development and wellbeing
- Quality free seated lunch provided on INSET Days
- Generous business travel allowance
- Free on-site parking

Strong Staff Community

- Very active, vibrant, Staff Social Committee who arrange an array of social events and activities across the year
- Large main staff room where we hold weekly whole staff briefings
- Successful and very competitive staff sports teams playing other schools
- Staff voice events
- Amazing involvement in charity events, national days, productions, teams, public speaking, Duke of Edinburgh etc





Bristol Road, Sherborne, Dorset DT9 4EQ
Tel: 01935 813122
e-mail: office@gryphon.dorset.sch.uk
Website: www.gryphon.dorset.sch.uk

HEAD OF KEY STAGE 2&3- TRANSITION (LITERACY CATCH-UP)

Start Date: 1 September 2022

Closing Date: 9am, Friday 20th May 2022

Interviews: As soon as possible after the closing date

Salary: Teachers' Pay Scales (plus allowance which is to be agreed on appointment)

Contract: Full-time

Contact Details: School Office on 01935 813122, website on www.gryphon.dorset.sch.uk or e-mail gryphon.hr@gryphon.dorset.sch.uk

Post Requirements: Expertise in primary, middle school or KS3 literacy development with nurturing core skills. Understanding and experience of leading a Department.

We are seeking an inspirational teacher who has experience of raising achievement at KS2/3 to join our team at The Gryphon School. Currently we support the progress of small classes of Year 7, 8,9,10 and 11 students who require catch-up support by providing a specialist curriculum.

This is an opportunity to be part of the planning and delivery of a bespoke curriculum for literacy and the humanities and also to link to other areas such as numeracy. You will teach in a designated classroom base.

The goal is to enable these students to catch up with core skills, to promote self-esteem, confidence, and independent learning. A knowledge and understanding of primary strategies and KS2 expertise is required, and experience of phonics teaching would be an advantage. You will be part of our teaching and learning team.

Our students come first, and we encourage every student to strive for the highest possible levels of academic achievement alongside developing the personal attributes and qualities to thrive and make a positive contribution throughout life. Our students have an excellent record of success in gaining high results at both GCSE and A-level and our exceptional Sixth Form students, currently around 400, consistently secure university entrance, including to Oxbridge and the Russell Group, and in the most challenging courses.

We are a very proud school which attracts students from around North and West Dorset as well as South Somerset. We also pride ourselves on our support and care for everyone and each other and offer well-developed and high-quality professional development opportunities, health and well-being packages and a superb working environment. Our special culture and ethos focuses on high achievement both personally and academically which comes from the tremendous work of all our staff and the great achievements of our students.

Safeguarding responsibilities associated with this role may include engagement in regulatory activity, such as caring for an injured/upset child. It may have regular contact with young people on a day-to day basis. SAST is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and the post is subject to safeguarding checks, including an enhanced DBS check and Children's Barred List check. The post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

The Gryphon School, part of the Sherborne Area Schools Trust, is committed to equal opportunities and positively encourages applications from all sections of the community.

Sherborne Area Schools' Trust (SAST) Information

SAST is a multi-academy trust, formed in June 2017, of seventeen schools serving the West and North Dorset area as well as students from South Somerset. Currently, we have 3 secondary schools, a PRU and 13 primary schools in our family. We have over 5000 students and we employ over 850 staff. We have schools located in and around Sherborne and close by in South Somerset.

Our Schools

A key principle of the SAST is that member schools maintain their own character, such as church and community status. All schools in the multi-academy trust are equal partners and are committed to the principles of collaboration, sharing expertise and resources to enable all partner schools to deliver excellent education for all young people in their care.

At the heart of SAST is the desire to work in partnership, to collaborate with others and to be outward facing for the benefit of children and staff. The schools have extensive links beyond the immediate area and are keen to extend these further.

SAST works by providing opportunities to share and improve - to develop further our provision as well as supporting the quality of leadership and management. This includes sharing best practice, being creative in maintaining a broad and diverse curriculum, ensuring the care and support is in place for children and families and enabling further staff and teacher development. We also work together on meeting the challenges of funding and the opportunities for financial efficiency, determining for ourselves which services and providers we will use to provide outstanding provision for our children. There is real strength in coming together with a collective responsibility for all of the children's development and progress between 0-19 years.

What we value – our ethos

Partnership and Collaboration

Our schools support each other, by sharing expertise and resources, to ensure improvement.

Pursuit of Excellence

We provide a high quality education to enable all students and staff to aspire, thrive and succeed.

Holistic Lifelong Learning

We promote the personal development of every child and a love of lifelong learning for our students and staff.

Equality and Distinctiveness

We celebrate the individuality of each school and all in it. We are proud to be at the heart of our local communities.

Organisation - How we work

All our schools are successful. Of course we recognise that we need to continually improve and evolve. The priority is to enable every School to continue to provide an excellent education for all our students while protecting the School's role at the heart of its community, along with our unique qualities and strengths.

There is a balance as to the responsibilities delegated to Schools and those that are the responsibility of SAST. The focus is to continually evaluate, improve and develop through strong, effective and accountable leadership at all levels. The aim is to establish clear, simple and effective accountability including slim and streamlined governance.