



**DARTFORD** GRAMMAR  
SCHOOL   
A LEARNING COMMUNITY DEVELOPING INTERNATIONAL CITIZENS

# HEAD OF SPANISH

## APPLICATION INFORMATION PACK





## 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 1,516, including 598 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 2022, with a return to external examinations at both GCSE and IB Diploma level, students gained 81% of all GCSE entries at grade L7-9, and 70% 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 2022. Our sixth formers gained an average UCAS point score of 224 and an average IB point score of 37.7 in 2022. 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.

The L3VA will present the school as one of the highest performing sixth forms in the country for value added. Almost all of Year 13 students proceed to university with 100% of students successful at their first or second

choice and 77% successful at Russell Group universities. In 2021, our students received outstanding grades that were precisely in line with teacher predictions.

### **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.

### **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 most recently achieved an additional Specialism Quality Mark in Sport.

The school is a leading Confucius Classroom, a leading Japan Foundation and Goethe Institute school and has been reaccruited 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. 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. This will see us work as one of nine lead schools in the country to help and support a number of local schools to develop their language teaching. 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 units, 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.

### **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. 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 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.

### **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.

### **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 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](http://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
- Electric charging points
- 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

## JOB DESCRIPTION

<b>POST:</b>	<b>Head of Spanish</b>
<b>GRADE:</b>	<b>MPS/UPS + LFA + TLR</b>
<b>START DATE:</b>	<b>September 2025</b>
<b>RESPONSIBLE TO:</b>	<b>Deputy Head</b>

---

## THE MFL DEPARTMENT

Dartford Grammar School became a Language College in 1995; we are an IB World School, a Confucius Classroom, a member of the Goethe Institut Smart Choice Network and the only secondary school in the country to be a member of the Sakura Network. Dartford Grammar School places internationalism at the core of all we do. The Modern Foreign Languages department is one of the largest faculties in the school, and all 1,544 students in this 11-18 selective grammar school study at least one MFL. Heritage languages and cultures are also celebrated as a part of the school's global, multi-cultured outlook. More recently, we were awarded the Specialisms Quality Mark at the highest level (Leading and Transforming) again in October 2015, as well as the full International Schools Award in September 2018. We believe we fully reflect our mission statement: 'a learning community developing international citizens'. The school has held the prestigious title of Confucius Classroom of the Year and, in September 2018, the school became a Lead School for MFL Pedagogy as part of a government initiative to raise standards and uptake in languages. More recently we were a lead school in the national NCELP programme run by the University of York, and are currently a hub school for the National Consortium for Languages Education (NCLE).

### Facilities

The Modern Languages Department enjoys a base at the heart of the school with eleven classrooms and three offices. All the classrooms have a data projector and all staff have their own laptop computer. The MFL rooms include a KS5 suite that features wall-mounted touchscreen computers. We also have iPads for students to use in lessons. Students have internet access within the department, and video conferencing facilities are available.

### Staff

The Modern Languages team is made up of 16 full-time and 9 part-time members of staff, 8 of whom are native speakers. The department regularly trains new teachers through Kent and Medway Training (KMT) and London PGCE programmes and many staff are involved in delivering training sessions to student teachers, as well as contributing to in-house training for staff. In addition, we deliver training to four local schools as part of our role as a Hub of Excellence in MFL pedagogy.

### Courses

The school curriculum is structured around languages at key stages 3 and 4. All students study an East Asian language in Year 7 (Japanese or Mandarin Chinese), and then choose a European language as a second language in Year 8 (French, German, Spanish, or Latin). All students continue both their Year 7 and Year 8 languages to GCSE level in Year 11 and achieve excellent results. Post-16 language courses offer a range of options: all students study a language as part of the International Baccalaureate Diploma course in the sixth form, selecting from French, German, Russian, Spanish, Latin, Japanese and Mandarin Chinese. Sixth Form study opportunities include *ab initio* courses in all languages.

In September 2016, the department became one of the first in the country to take part in the government's Mandarin Excellence Programme. This was later expanded to Japanese and the first cohort of Japanese and Chinese Excellence Programme students have now graduated, achieving excellent GCSE and IB Diploma results. The Excellence Programmes have been an important development for the department and also for the promotion of non-European languages in the United Kingdom.

### **Exchanges and Projects**

The Department contributes strongly to the school's programme of visits and exchanges. In Europe, exchanges and extended study visits to Belgium, Spain and Germany are well established. An annual study visit and exchange programme to Japan for Year 11 has been running successfully for several years and there is also an annual language trip to our partner school in China, also for Year 11. MEP students visit China in Year 9 on a subsidised trip.

All our Year 9 students take part in cultural immersion tours to France, Germany, Spain and Italy. There are also many visits to lectures, museums, theatre and film performances and university open days. All members of the department take part in these trips and visits and we are always keen to develop these further. These opportunities help to ensure that language learning is central to, and vibrant in, our students' education.

### **Extra-Curricular Provision**

The department organises a variety of activities throughout the year to support students and extend their learning. This includes an annual Spelling Bee Competition, contributions to the school's Creativity Week programme, Chinese New Year celebrations, celebration of the Day of Languages in September, an annual cultural day, and many other activities and events. Teachers are always keen to take an active role in these events.

### **Modern Languages within the Community**

Some of our Modern Languages staff currently teach languages in local primary schools, supported by Sixth Formers. We regularly invite primary school students to the school to take part in activities that have a language focus. The department also regularly hosts CPD for other schools, where effective practice in MFL teaching is shared and discussed.

As an open-minded, forward thinking department in a school that is passionate about language learning, we believe that Dartford Grammar School is a great place to work.



## **ROLE PROFILE**

### **Outline of Role:**

- To carry out the role of a teacher as defined in the School Teachers' Pay and Conditions document.
- To act as Head of Department.
- To take responsibility for the development and leadership of the Department's work in Y10-11 GCSE Spanish, in order to ensure high standards of teaching and learning and the wellbeing of staff and students.
- To carry out the role of mentor to new members of staff and to trainee teachers.

### **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 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 Key Stage 4, to guide and support successful teaching.
- To implement within Key Stage 4 procedures for monitoring and evaluating student progress, in accordance with the school's and Department's policies.
- To effectively manage and develop staff, resulting in a tangible impact on student learning in the subject within the Department.
- To review annually, the development and performance of the Department, in accordance with the procedures of the school self-evaluation policy.

### **Key Leadership Behaviours:**

- Adaptability
- Achievement orientation
- Optimism
- Developing others
- Influence
- Teamwork and collaboration

### **Knowledge, Skills and Experience:**

- Exemplary performance as a classroom practitioner.
- High 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.

Please note that CV's will not be considered and must be attached to an application form as a supplementary form.

All completed application forms must be submitted to the HR Manager, Mrs Michelle Bexley, electronically to [mbexley@dartfordgrammarschool.org.uk](mailto: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: 19<sup>th</sup> May 2025, at 9am

Interview date: Week commencing 19<sup>th</sup> May 2025

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

## 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.