

'THE SUNDAY TIMES WORLD SCHOOL OF THE DECADE'



APPLICATION PACK

Enjoy making a difference at.....

Dartford Grammar School

An IB World School



**Post: Learning Support Officer
(Full or Part Time)**

Start Date: ASAP

**Package: £15,583.56 pro rata
(£18,000 fte)
Pension Scheme
Free Gym Membership (BSC)
Cycle to Work Scheme**



The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An enhanced DBS check is required for all successful applicants.

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 1,534, including 618 in the sixth form.

Curriculum

Dartford Grammar School offers a unique seven year innovative curriculum based on the educational philosophy of the [International Baccalaureate](#) Organisation (IBO). 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 are 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. The Diploma offers students a fulltime real education 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 wellbeing.

Students at Dartford Grammar School enjoy very high academic success. In 2019, the introduction of more rigorous GCSE exams saw our students gain 68% L7-9 grades from all entries. In the last year of nationally published results (2019) and for the third consecutive year, the school's P8 score placed the school highly for value added (highest placed boys school in Kent in 2019). Outcomes for students continue to be exceptional, with 76% of all GCSE grade L7-9 in 2020, and 86% of all grade L7-9 in 2021. Our Sixth Formers gained an average UCAS points score of 217 in 2019, and 231 in 2020 and 2021 respectively (new tariff). An average IB point score of 36.9 (out of 45) was achieved in 2019, with 38.7 in 2020, and 38.8 in 2021.

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 four times by Her Majesty's Chief Inspector of Schools (most recently in May 2011) as one of England's most successful schools and colleges, 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.

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 Curriculum Manager 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 tai-chi 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 newly-qualified 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 has been extended and improved and comprises a sports hall and 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

Applicants are warmly invited to visit the school before applying.

THE SEND DEPARTMENT

The Department

The SEND Department currently consists of the SENCO, two part-time learning support officers (LSOs), six full-time learning support officers, a resource officer and a qualified teacher with responsibility for access testing. Staff are expected to take a full and active part in the wider life of the school. Staff also share the responsibility for maintaining the SEND department's profile through the school from Year 7 to 13. The SENCO has a separate office and LSOs use the staffroom for individual work and liaising with teachers with the addition of a Visual Impairment resource room in the Key Stage 3 area.

We support students across all year groups with a variety of needs including students with visual impairment who require Braille and tactile resources, those with cerebral palsy as well as others with Autistic Spectrum Disorder, Social Communication Disorders and difficulties with processing information. The LSOs work with several students across the week and support includes working with individual students in the classroom, small group support at lunchtimes or after school, individual mentoring and planning and preparation and joining in with extra-curricular activities as well as time to enhance their own learning through individual professional development.

The School

Dartford Grammar School is an International Baccalaureate School with the Middle Years Programme taught in Years 7-11 and the IB Diploma in the Sixth Form. SEND support is given to students across the school and in a variety of subjects working with different teachers.

The Post

Applications are sought from experienced learning support officers who have a passion for SEND and can engender enthusiasm and excitement to the students they work with to support their learning and ensure full engagement in lessons and extra-curricular activities. The post offers an exceptional opportunity for the right individual to join a dynamic and inspirational SEND team in a school where all students are valued, rewarded and given every opportunity to thrive.

ROLE PROFILE

Main purpose of the role

- Part of a team working with and supporting subject teachers, SENCO and visiting specialists in connection with the care and education of students with SEND
- To encourage the inclusion and acceptance of students with SEND

Main Duties

1. Curriculum

- To promote maximum independence for student(s) with SEND, giving support and encouragement as required
- To prepare resources as required by subject staff to support the learning of the student(s) with SEND
- To take notes and assist student(s) with SEND in lessons as required
- To liaise with, and assist, teaching staff in devising differentiated learning activities
- To undertake research to widen the students' learning and interests, and to helping the teaching staff
- To help the student(s) with SEND to develop organisation and life skills
- To assist the SENCO in drawing up and evaluating personal provision plans
- To keep records and make observations and assessments of student(s) as required to assist the SENCO in the completion of formal assessments
- To accompany student(s) on educational visits and extra-curricular activities as needed

2. Training and Development

- To work with outside medical professionals and undertake relevant training to support specific student needs such as physiotherapy or occupational therapy
- To maintain a working knowledge of the specific needs of students within the Autistic Spectrum
- To disseminate skills and experience to other members of staff
- To take part in Performance Management and review of self-development
- To keep up to date with professional development and good practice
- To engage in staff development and INSET

3. Liaison

- To liaise with and provide feedback to subject teachers, SENCO, visiting specialists
- To consult and liaise with parents and visiting specialists following consultation with SENCO
- To consult and liaise with other staff and also professionals from outside agencies as required
- To attend review meetings as appropriate

4. Supervision

- To supervise student(s) with SEND moving between lessons and about the school's sites where necessary
- To supervise student(s) with SEND during break periods and lunch and to provide assistance with any necessary activities during this time
- To supervise student(s) with SEND during extra-curricular activities and to provide assistance as necessary
- To keep records as required relating to SEND students and activities
- To assist with SEND activities as required, including support to other schools

5. General

- To work as a member of the whole school staff team, being flexible in approach to changing circumstances
- To implement school policies and promote a positive school ethos, particularly towards students with SEND
- To respect confidentiality at all times
- Assisting elsewhere in the school as required
- Any other matters connected with the above

These duties may be varied to meet the changing demands of the student(s) and the school at the reasonable direction of the SENCO, Student Welfare Officer or Headmaster and following consultation with the post holder.

NOTES

- 1 The responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- 2 This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent carrying them out, and no part of it may be so construed.
- 3 This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year, and it may be subject to modification or amendment at any time after consultation with the holder of the post.

THE APPLICATION PROCESS

Completed application forms should be sent, by post, to the Headmaster, Mr J C Metcalf, Dartford Grammar School, West Hill, Dartford, Kent DA1 2HW or by email, to Mrs A Dennett (HR Manager) adennett@dartfordgrammarschool.org.uk

Closing date for applications: Thursday 9th December 2021

Interview date: To be confirmed