



HIGHSTED GRAMMAR SCHOOL
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GENERAL INFORMATION: M/UPS TEACHING POSTS

Summer 2012 school performance:
GCSE results achieved by pupils at the end of key stage four

	2012	2011
Average point score per pupil	569	567
Percentage A*/A grades	49.3%	53.1%
Percentage of pupils gaining at least five A* - C grades, including English and maths	99.2%	99.2%
Percentage of pupils gaining A* - C grades in English & maths	99.2%	99.2%
Percentage of pupils gaining at least two A* - C grades, science	95.3%	93.2%
Percentage of pupils gaining at least one A* - C grades, MFL	85.9%	88.0%
Percentage of pupils gaining two A* - C grades, MFL	26.6%	26.3%

Pupils	APS	% achieving 5+ A*-C, including maths & Eng.	% achieving English Baccalaureate*	% achieving 2+ Science A*-C	% achieving history or geography A*-C	% achieving 1+ MFL A*-C
Highsted 2012	569	99.2	85.2	95.3	95.3	85.9
England 2011	472	58.2	15.4	46.2	32.4	27.2
Kent 2011	487	59.4	20.6	43.8	33.8	30.3

* **English Baccalaureate** consists of A*-C grades at full GCSE in English, mathematics, two science subjects, a foreign language and history or geography.

A/AS-level results achieved by students at the end of Year 13

	2012	2011
Percentage pass rate	100%	100%
Percentage A*-B grades	55.9%	62.4%
Average UCAS score per entry	90.4	94.9
Total APS per student (A/AS combined)	417	407

'Highsted Grammar School is an outstanding school. It knows its strengths and areas requiring improvement very well.'

'The school is ambitious for its students and is very effectively focusing the staff team and the girls themselves on raising their expectations and achievements.'

'The school effectively enables girls to make excellent progress. They achieve the highest academic standards.'

'The curriculum gives girls an outstanding range of experiences and there is excellent involvement in extra-curricular activities.'

'There is a strong mutual respect between staff and girls. Initiative is encouraged and girls say that they get on very well together, help one another and enjoy school.'

(Ofsted Inspection report)

Highsted Grammar School is a small girls' grammar school (around 875 on roll, including 210 in Sixth Form) situated in the North Kent town of Sittingbourne. As an outstanding school, we were one of the first to convert to academy status in the autumn term 2010.

Excellent road and rail connections give easy access to London, Canterbury, Ashford and the Continent. Sailing and swimming facilities in the area are good and there are plenty of community activities (for example, orchestral, choral, theatrical clubs, etc.) available. Theatres in Canterbury and Maidstone, as well as those in London, provide entertainment. A well-equipped sports complex in the town has excellent facilities both for the serious sportsman and woman and for family recreational use. House prices are relatively low for the South East and opportunities for further professional development are excellent.

The school itself is a high-performing girls' school, where pastoral care and enrichment feature as highly as academic success. Having featured three times in Her Majesty's Chief Inspector's list of outstanding schools, we are proud to play a leading role in the education of young people in our area. The pupils are exceptional in every way – they are enthusiastic, personable, caring, and show considerable initiative – and we enjoy the strong support of parents. Likewise, the staff team – teaching, support and administrative – is talented, dedicated, hard-working and committed to the continuing success of the school. The governing body represents a group of capable, multi-skilled individuals, wholly supportive of the work we do.

The main block of the school was opened in 1958 when the school moved from older premises and since then other buildings have been added, including a technology block, new laboratories and additional classrooms. Most recently, a new performing arts suite and extra classrooms were opened in September 2007 and building work has recently been completed to create the HiPod – an imaginative, multi-purpose teaching area. Development of the site continues with a new PE and dance studio, language laboratory and media studies/photography suite.

The Learning Resource Centre was created out of the old school library and boasts a light, comfortable and airy environment with good book stock, excellent ICT facilities and a pleasant reading area. It is very popular with students and well used by all age groups. Books, newspapers and specialist magazines are catalogued alongside other media and loans are monitored through an electronic library management system. Much of the day-to-day running of the Centre is undertaken by a group of library prefects, trained and overseen by the Centre Manager.

Highsted is a school of opportunity for staff as well as pupils, winning the School Achievement Award in two out of the three years that the scheme ran and, in February 2010, we were awarded our 10-year IiP certification. We contribute extensively to initial teacher training, with many PGCE and GTP trainees successfully completing their programme in the school each year and in recent years, no less than six members of the leadership team have been promoted to headship posts.

Pupils are granted places at the school on the basis of success in the Kent selection tests, broadly speaking they represent the top 25% of the ability range. The economic and social characteristics of the locality are not the most affluent in Kent, so opportunities for value-added are high and the school is able to make a real impact within the community. At Sixth Form level we work in partnership with two other local schools, Borden Grammar (boys) and Fulston Manor (mixed). Through this arrangement, we focus mainly on A-level provision and are able to offer more than 34 different courses, including several applied A-level options.

The school, sponsored by Microsoft, received specialist school status through science and we are continuing to implement major changes to the ICT infrastructure to make full use of these connections. Across the school we regard this not only as a strategy to develop science further and promote the role of women in this area, but also as the opportunity to enhance provision across the whole curriculum.

Music and drama within the school are exceptional, with high quality productions taking place every term. There is a strong choral tradition and the school's Special Choir has recorded a CD of its Christmas repertoire. Sporting activity also features highly in the work that we do, and the pupils enjoy both local and national recognition in areas as diverse as cricket, judo and life-saving. Other extra-curricular activities are wide-ranging and responsive to student need. A very strong School Council has been an established part of Highsted for more than 50 years.

The school has enjoyed a long-standing partnership with Gymnasium Fridericianum, Erlangen in Bavaria and this has led to regular exchange visits for more than 25 years. From our advantageous geographical position, we are also able to undertake day trips to Europe and each year there are study visits to France, Belgium and Italy, organised by different subject areas. For the first time in 2005, a group of Year 12 students spent three weeks in quality work experience placements in Brussels and this has now become a regular part of the summer term enrichment programme, supported by substantial grants from the EU. In 2008, the school established a new partnership with the Lycée Prieur in Auxonne, Burgundy. This year more than 35 students from Years 9, 10 and 12 will participate in our European programmes.

From this brief description, potential candidates will realise that this grammar school offers far more than a purely academic focus. This does not come about by accident. It is entirely dependent on the determination and commitment of the whole school community, alongside effective delegation of tasks. If you have the potential to contribute to an exceptional school and would like to be part of a friendly, winning team, we would love to hear from you!

Most teaching posts that become available would suit a creative and ambitious teacher who can work well as part of a team, is keen to contribute ideas and take on new initiatives and has high expectations of the students. It provides an opportunity to work with able and well-motivated students within a successful department and with friendly colleagues. The ability to teach business Studies to GCSE and A-level is essential; flexibility and a personal desire to broaden professional experience would be an advantage.

Both NQTs and experienced teachers are welcome to apply.

Jennifer Payne (May 2013)

HIGHSTED GRAMMAR SCHOOL: GENERIC JOB PROFILE
SUBJECT TEACHER RESPONSIBILITIES – M/UPS

Name:

Department:

ACTIVITY	RESPONSIBILITIES	NOTES
LINE MANAGEMENT	<ul style="list-style-type: none"> • Responsible to allocated Line Manager (subject teacher role). Professional Tutor (ITE/Staff Training) during induction period. • Responsible to Head of House (form tutor role). 	
CURRICULUM	<ul style="list-style-type: none"> • Plan and prepare lessons in line with schemes of work, using appropriate teaching methods and resources. • Mark and monitor pupils' class and homework providing constructive oral and written feedback, and setting targets for pupils' progress. • Contribute to the development of schemes of work and departmental policies. • Contribute to enrichment activities which further the aims of the department and the school. 	
PUPILS	<ul style="list-style-type: none"> • Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline. • Undertake pupil supervisory duties and cover for absent colleagues in line with school procedures. • Operate department's rewards policy. • Assess and record each pupil's progress, including through observation, questioning, testing and marking. • Make every reasonable effort to ensure delivery of the school's Home School Agreement. • Undertake form tutor responsibilities as set out in the Staff Handbook. 	
MONITORING	<ul style="list-style-type: none"> • Understand and know how national, local and school data can be used to set clear targets for pupils' achievement. • Contribute to department monitoring of the assessment of pupils. 	
COMMUNICATION	<ul style="list-style-type: none"> • Contribute to meetings and discussions about teaching methods, schemes of work and departmental policies. • Keep Line Manager, Form Tutors and Heads of House informed about the progress of pupils being taught. 	
EXTERNAL COMMUNICATION	<ul style="list-style-type: none"> • Maintain familiarity with statutory assessment and reporting requirements. • Prepare and present informative reports to parents and meet with them to discuss pupils' progress. 	
STAFFING	<ul style="list-style-type: none"> • Review own professional development/identify training needs. • Take part in the performance management arrangements. • Take part in lesson observations to share good practice. 	
BUDGETS/ RESOURCES	<ul style="list-style-type: none"> • Within specific subject area, to: <ul style="list-style-type: none"> - identify resource needs - develop and maintain appropriate resources - keep subject areas tidy and have effective displays. • Follow agreed safety procedures for the school/department. 	
OTHER SPECIFIED RESPONSIBILITIES	<ul style="list-style-type: none"> • Participate in existing activities which promote the school's commitment to extra-curricular activities, including enterprise. • Contribute to new initiatives as part of the professional team. 	

NOTE: This job profile is based on the Professional Standards for Teachers - England (published by TDA) and is subject to the Conditions of Employment contained within the Highsted Academy Trust contract – October 2011. It is reviewed regularly and aspects may be amended in negotiation with Team Leaders.

.....Signed **Date**.....

Person Specification

Subject Teacher: Generic posts

	Essential	Desirable
Experience	Qualified teacher, ability to teach specific subject to GCSE and A-level.	Ability to offer additional related activities, such as Enterprise or second subject.
	Willingness to contribute to work-related learning initiatives/developments in school.	Experience of using ICT for subject development.
	Evidence of taking responsibility for own professional development.	
	Evidence of good teaching skills, leading to consistently high standards of achievement.	Successful experience in raising student achievement and adding value.
	Willingness to participate in the school's broad extra-curricular programme.	Experience of personal involvement in the wider curriculum.
	Knowledge of current developments in teaching and learning.	
	Evidence of working with other professionals as part of a team.	Application of good practice across other subjects areas.
Personal Qualities	Ability and confidence to work autonomously and to contribute fully as a member of the wider staff team.	
	Enjoy working with young people.	
	Enthusiasm for the subject and a desire to communicate that to others.	
	Demonstrate energy, vigour and perseverance and promote an 'I can' philosophy.	Ability to enthuse and motivate others.
	Ability to prioritise, plan and organise own work and that of students.	Willingness to take on delegated responsibility.
	Sense of humour.	
	Ability to work under pressure and meet deadlines.	Ability to build on the experience, advice and contribution of others.
	Consistently high expectations.	
	Self-motivated and self-confident.	
	Personal impact and presence with staff, students and parents.	Involvement in creative and innovative teaching developments.
Skills	Wish to develop a broad and imaginative range of teaching skills.	Make informed use of assessment information to raise achievement.
	High-level communication and presentation skills.	
	Think creatively and imaginatively to solve problems.	Ability to anticipate problems and identify opportunities.
	Ability to use ICT effectively to support teaching and learning.	
	Ability to identify and develop opportunities.	