

SEVENOAKS SCHOOL

JOB DESCRIPTION



Appointment of Head of US and International University Applications from September 2018





The School

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for pupils from the age of 11 to 18.

Inspiring facilities, together with expert, enthusiastic and imaginative teaching, provide rich opportunities for students participating in lessons, and a wide variety of sports and the performing arts.

The school's international make-up and outlook promote the principles of tolerance and open-mindedness. About 350 pupils board in the seven boarding houses, and students originate from some 40 countries worldwide.

In 2013 the Independent Schools Inspectorate (ISI) awarded Sevenoaks School the rare accolade of 'Exceptional' for its students' achievement. In the new style inspection in 2017 pupils' achievement and personal development were judged excellent, the highest grades. Sevenoaks was also the highest performing fully co-educational school, and the one with the largest cohort, in *The Sunday Times* Parent Power's top 50 fee-paying schools for the IB in 2015. In 2017 we were, for the second time in 10 years, awarded *The Sunday Times* Independent School of the Year for 2018.

This excellence is achieved by bright, motivated students, inspired by highly qualified and dedicated teachers in well-resourced classrooms. The school has over 150 teaching staff, well supported by a large team of professional administrative and technical staff. A strong pastoral team of specialist tutors, boarding house staff and year heads give care and guidance, promoting student welfare and happiness. The mutual respect shared by students and staff generates a harmonious and purposeful atmosphere.

The Campus

The school is situated in the Kent market town of Sevenoaks, and has a prime position at the top of the High Street. The 100-acre site, which includes a number of listed buildings, is beautifully landscaped and adjoins the medieval deer park of Knole. London is only a 30-minute train journey away. Gatwick International Airport is also only 30 minutes away, and there are good transport links to other London airports and the Channel Tunnel.

The school's first-class resources and facilities include a superb sports centre (The Sennocke Centre) opened in 2005. A state-of-the-art performing arts centre (The Space), which provides four outstanding venues for music and drama, was opened in 2010. The next major projects currently underway are a Science & Technology



Centre and a Sixth Form Global Study Centre, which the school plans to open in 2018, and new boarding accommodation which should be ready for occupation by 2019.

The Higher Education Department

Sevenoaks School has a very strong track record with university entry and around 40 applications made each year by students to world-leading universities in the US, Canada, Hong Kong and Europe. This is a fantastic opportunity to join a thriving team and to play a key role in contributing to our success as a school, by advising and supporting our students with their applications to US and International Universities.

The Higher Education Department at Sevenoaks School includes 12 members of staff led by the Director of Higher Education. More details can be found here:

<https://www.sevenoaksschool.org/parents/higher-education/meet-the-team/>

The Role

The Head of US and International University Applications is responsible for all US and International applications. They are supported by the Higher Education Adviser (International) and US and International Higher Education Administrator, and report to the Director of HE.

The role holder will foster strong links with

leading US and other overseas universities Admissions Officers and Counsellors. They will raise awareness of the opportunities for US and International Summer Schools and degrees overseas amongst pupils and parents. They will arrange for speakers, talks and the annual US college tour. They will guide pupils in their applications for summer courses and degrees, and manage the application process, as well as maintaining an overview of the SAT tests which are run by an Examinations Officer.

Note

This job description is not intended to be a comprehensive statement of responsibilities. The school is constantly evolving and the post holder should expect to grow and adapt the scope of this role, and to adapt to any organisational changes, as required to meet the ongoing needs of the school.

Skills and Experience

The successful candidate will be knowledgeable about university admissions and the application process, and will relish the opportunity to provide expert advice to our students. Ideally they will have knowledge and experience of US and other overseas application processes but training could be provided.



Working Hours

This is a non-teaching part-time role: 20 hours per week, term time only. A competitive salary will be offered commensurate with relevant qualifications and experience.

Pension

Membership of the support staff Group Personal Pension Scheme is available for this role. Further details can be obtained from the Personnel department.

Holidays

Holiday entitlement is 28 days paid holiday per annum including public holidays (pro-rata). As holiday cannot be taken during term-time, payment for holiday will be included in the salary offered.

Offer

The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including but not limited to; an enhanced DBS check, the taking up and verification of references, the verification of career history and fitness to undertake the role. We also reserve the right to contact any previous employers for a reference request on your behalf.

Child Protection

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

The successful applicant will be required to complete the Disclosure Certificate System operated by the Disclosure and Barring Service (DBS) before taking up the appointment. This check will be at the Enhanced level.

Information for applicants

If you wish to be considered for this role, please complete the on-line application form. The form must be completed in full and submitted electronically. CV's and covering letters should also be submitted but the CV cannot replace any information on the application form which must be submitted in full.

Applications should be submitted by **midday on Monday 16 April 2018**.



Please note that the school retains the right to interview suitable applicants and appoint before this deadline.

Please contact the Personnel Office at personnel@sevenoaksschool.org or telephone 01732 467 740 if you have any questions.

The post holder has a responsibility to promote and safeguard the welfare of children and young persons for whom he or she is responsible, or with whom he or she comes into contact, and will adhere to and ensure compliance with the school's Child Protection 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, he or she must report any concerns to the school's Designated Child Protection Coordinator or to the Head.

$\cos \theta = \cos^2 \theta + \sin^2 \theta = 1 = 2 \cos^2 \theta$
 $\cos^2 \theta = \frac{1}{2} \Rightarrow \cos \theta = \frac{1}{\sqrt{2}} \Rightarrow \theta = 45^\circ$
 A vertical mass CO is of height h and stands with its base at O on a horizontal ground. Points A and B lie on the same level as O and are at a distance a and b from O respectively. From A and B the angles of elevation of the top C of the tower are α and β respectively. The distance from A to B is given by $h(\cot \alpha + \cot \beta)$.

Compound angles

A, tangent, tangent of $(A \pm B)$

In the diagram angles A and B are shown. The line AB is drawn in an anticlockwise direction from A to B .

The line OA is perpendicular to OB , PM and NR are perpendicular to OA , QN is perpendicular to PM .

Then $\angle A = \angle RQN = \angle QNQ$

$$= 90^\circ - \angle QNP = \angle QNP$$

$$\sin(A + B) = \frac{MP}{OP} = \frac{MQ + QP}{OP}$$

$$= \frac{MQ}{OP} + \frac{QP}{OP} = \frac{RN}{OP} + \frac{QN}{OP}$$

$$= \frac{RN}{ON} \times \frac{ON}{OP} + \frac{QN}{PN} \times \frac{PN}{OP}$$

$$= \frac{OM}{OP} \times \frac{OR}{ON} + \frac{OM}{OP} \times \frac{ON}{ON}$$

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