



DOVER COLLEGE

Candidate information Director of Studies September 2018



Background information on Dover College for applicants

Dover College was founded in 1871 by local businessmen as a school principally for local children but has since developed an international pupil base. Dover College was one of the first schools considered a “Public School” as evidenced by its inclusion amongst only twenty five other such schools in the first edition of the Public Schools’ Yearbook published in 1889. Dover College maintains the original characteristics of its inception - a school which caters not only for a broad range (both academically and socially) of local pupils, keeping its fees affordable to achieve this, but also caters for a significant minority of pupils from overseas. It is a school with an ethos based in regular worship in Chapel in the Church of England traditions and this reinforces the ethos of friendliness and openness that is now well established - it is very much part of the value of a Dover College education. Dover College has nearly always had a Junior School of some description, first at Westmount on the Folkestone Road and more recently opening a new Junior Department in 2001 and in 2011 opening on the same site as the senior school when it was re-named ‘The Junior School’.

We are very much a family school, catering for pupils from age 3 to 18. Many of our pupils have siblings at the school, and in some cases their parents were here too. Pupils and parents are very loyal and supportive of ‘their’ school. We have a reputation for outstanding pastoral care and as a result pupils are remarkably tolerant and understanding of one another. It is important to us that every child is valued within our community. Good academic results are not enough: we seek to provide young people with the necessary skills and self-confidence to become well rounded, balanced adults who will make a positive contribution to those around them. We expect pupils and staff to be sympathetic to our Christian ethos and values, although we welcome and value those of other faiths too.

Our curriculum, which is currently undergoing a root-and-branch review as part of the College’s development plan, Project 150, is creative, well planned, wide ranging and enriching. Its balance and focus on individual development, helps us to stimulate an enquiring mind, establishing key skills and a wealth of experience in our pupils that will be of great benefit to them for the future. The College gains outstanding results at A Level and BTEC with excellent value added results at GCSE.

We understand that a well-rounded education is about more than what happens in the classroom or on the sports field, and that’s why we offer and encourage our pupils to participate in a wide variety of outstanding extra-curricular opportunities. Dover College enjoys an excellent reputation for a broad range of sport, games and other activities and opportunities. We seek to stretch the most able, whilst providing opportunities for all pupils to undertake an activities programme, which aims to provide them with enjoyment, confidence, skills and fulfilment. Music forms a pivotal role in all that we do, and the school has a choir and music school which encourages pupils to express themselves through music. We offer after-school care for day pupils until 5.30pm and work hard to ensure that our boarders are given all the opportunities they need to have experiences which are full and varied. We believe that providing such opportunities helps to develop self-esteem, and encourages important life skills such as leadership, teamwork, commitment and determination, as well as cultivating a sense of duty, and understanding of others. What happens outside the classroom also has a positive spin-off in lesson time, helping to engender an ethos of mutual respect between teachers and pupils. The successful candidate will be expected to make a contribution to current activities and initiatives and to develop new ones.

In 2016, the College launched a consultation concerning its new development plan. Far reaching and comprehensive, the plan will see a period of unprecedented growth at the College alongside many changes and developments to the schools buildings. Driven by the College’s academic purpose, the plan is set to be launched in the summer of 2018.

Candidates are encouraged to clearly celebrate their conventional, and unconventional, interests on their application. Appointments will be made subject to a full DBS check and the receipt of satisfactory references. Fee reductions are available for children of staff both in the Junior and Senior School. Accommodation may be available.

For more information, please see the school’s website:
www.dovercollege.org.uk

The Role

Director of Studies

Dates	Job start September 2018
Salary	Competitive, dependent upon experience
Location	Dover
Contract type	Full-time
Contract term	Permanent

Are you prepared to think differently?

Upon the retirement of Duncan Ellerington after 15 years of exemplary service, Dover College is seeking an exceptional Director of Studies to lead all teaching and learning at College into the next stage of its development.

The successful candidate will have worked as a Head of Department or a Director of Studies in an academically ambitious school, and will understand the rhythms and expectations of a 24/7 boarding environment. He or she will be well-qualified with a proven track record, energetic, ambitious, with an understanding of how to use data, make decisions, lead staff, think strategically and consistently show good judgement.

Experience of implementing change would be a distinct advantage, and experience of various curricula, including the IB Diploma Programme and IGCSE, is essential. An understanding of the IB Careers Programme and the delivery of BTEC would be beneficial. The Director of Studies will be a key member of the College's senior management team and should be ambitious to move on to headship within 5 years.

Accommodation may be available.

**Closing date for applications:
Noon, Monday 26 February 2018**

For an informal discussion about the role please contact the Headmaster, Mr Gareth Doodes, on 01304 244501.

An application form and this information pack may also be downloaded from the school website: dovercollege.org.uk.

Completed application forms should be accompanied by a covering letter (C.V.s will not be considered without an application form) and should be marked Private and Confidential to The Headmaster, Dover College, Effingham Crescent, Dover, Kent, CT17 9RH or emailed to jobs@dovercollege.org.uk

The College is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. Appointments are subject to satisfactory DBS clearance and satisfactory employment references which will be taken up prior to the commencement of the post.



Job Description:

Title Director of Studies

Role

The Director of Studies is responsible to the Headmaster for all academic matters. He or she is responsible for ensuring the highest standards of teaching, learning and academic attainment across the College. He or she will work closely with the Headmaster to ensure the effective development and delivery of the academic curriculum and the efficient management of academic departments.

He or she will keep the Headmaster informed of any significant issues relating to the academic curriculum or the academic progress of the College and its pupils.

1. Curriculum

- Curriculum planning and development, including the creation of a modified curriculum for individual pupils for whom that is appropriate
- Production of Curriculum Guides for all year groups
- Co-ordination of academic records
- Oversight of departmental documentation
- Be responsible for the production of the school timetable

2. Staffing

- Assessment of academic staff requirements, recruitment and deployment
- Analysis and overview of staff academic workloads
- Oversight of peripatetic staff (including recruitment)
- Organise staff cover, including supply cover
- The Director of Studies would be involved in the recruitment of all teaching staff.

3. Academic Management and Development

- Line manager of all staff in an academic and teaching context
- Academic staff development
- Allocation of academic budgets
- Chair of ICT Committee and the Academic Policy Committee
- Provision of EAL training for subject teachers
- Liaison with senior staff at the College on academic matters
- Leading the academic contribution to the College's development planning process

4. Pupil performance

- Developing the systems for grade setting and tracking
- Developing the use of baseline and value added data
- Setting College public examination pass rate targets
- Analysis of public examination performance in relation to individual pupils, academic departments and the College as a whole
- Pupil academic advice
- Management of pupil academic feedback

5. MAT (More able and talented)

- Overview of provision for gifted and talented pupils

6. Admissions

(with the Headmaster)

- Entrance examinations and other academic entrance assessments
- Academic assessment of all day and boarding applications
- Liaison with admissions regarding curriculum guidance and subject choices

7. Examinations

- Organisation of internal and external examinations
- Recording, publication and analysis of examination results
- Identification of and follow up action on pupils whose performance is a concern
- Analysis and internal publication of value added data
- Conduct departmental reviews for examinations results

8. Reports to parents and parents' meetings

(with the Headmaster)

- Oversight of academic reports
- Organisation of parents' meetings

9. Learning Support

(with the Head of Individual Needs & EAL)

- Oversight of the SEN Register
- Monitoring the performance of, and provision for, LDD/SEN and EAL pupils, including annual reviews

10. Higher Education

(with the Head of Sixth Form)

- Advising pupils on subject choices for Higher Education
 - Assist in the production of the Sixth form curriculum booklet for options for sixth form and GCSE
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11. Careers Guidance

(with the Head of Careers)

- Liaising with Head of Careers, regarding provision of careers guidance for all pupils

12. College Organisation

- Responsible for the Data Integrity of ISAMS
- Administration of emergency staff cover
- Oversight of the design and use of pupil planners (with the Head), including regular checks of individual planners
- Oversight of academic detentions

13. Meetings

The Director of Studies will attend meetings including:

- POTTS, Staff Meetings, SMT, Head of Faculty Meetings, AAC Meetings
- Academic Forums for pupils (on a termly basis)

Joint areas of responsibility

With the Deputy Head:

- Prize Day and other major events
- INSET organisation
- New staff induction
- Beginning and end of term arrangements
- Assemblies & Chapel services
- Contingency planning
- Regulatory compliance

As a member of the Senior Management Team

- ISI inspection preparation (upon which he or she will take the lead coordinating role)
- Strategic & Development planning
- Leadership/membership of working groups as directed by the Head
- Disciplinary issues
- Support for College routines and events
- Responding to pupil and parental concerns relating to academic and other matters

Additional information

The Director of Studies must also be available to deal with parental communications when public examination results are released, and may need to be available at other times during the College holidays after agreement with the Headmaster.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed, or any duties that may be reasonably required by the Headmaster according to the normal practice of an Independent College. In allocating time to the performance of duties and responsibilities, the post holder must use directed time in accordance with the College's published timetable.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once every two years (as part of the appraisal process) and it may be subject to modification or amendment at any time after consultation with the holder of the post. The College undertakes to provide appropriate induction, mentoring and professional development for the Director of Studies.

Guidance for applicants

Suitability for the post will be measured through application form, interview, supporting evidence (e.g. certificates, portfolios etc.) and references undertaken.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Applications should consist of a CV, covering letter and a Dover College application form stating three referees.

As the information contained on the form is used during the selection process, it is essential that you complete all sections as fully as possible. If there is not enough space provided on the form, please continue on a separate sheet of paper. On each additional sheet that you use, please write your name and the post applied for, together with the section that you are answering.



Information about Dover and Kent

Dover College is situated at the gateway to Europe in what is arguably one of the most beautiful and undiscovered parts of the UK. An hour by fast train to London and with direct access to the UK motorway system, Kent is a beautiful place to live. Dover town is going through an exciting period of regeneration, and the College is intrinsically involved in this process. In Dover, the White Cliffs provide breathtaking walks along a cliff-backed beach or a cliff-top trail to the South Foreland Lighthouse, the National Trust Visitor Centre and Samphire Hoe.

Overlooking the Port of Dover, Dover Castle is alive with vibrant furnishings, every-day artefacts and costumed actors. The audio-visual displays of the castle's Secret Wartime Tunnels evoke an underground hospital and the retreat from Dunkirk. Meanwhile, the Dover Museum provides a new twist on cross-channel ferries: a 3000 year-old, sea-going Bronze Age boat.

In Deal, 20 minutes north of Dover, you can find a town of immense charm, a high street to compete with London, mazy smugglers' lanes and independent shops. Buzzing cafes and pubs sit alongside a photogenic seafront that's home to a sweeping pier and quirky maritime clock; the Timeball Tower.

Sandwich is a further ten minutes' drive, filled with mediaeval architecture and boasting some of the best-preserved half-timbered houses in the country. Traditions linger too: listen out for the tolling of the curfew bell every night at 8pm. The Secret Gardens of Sandwich provide fragrance, tranquility, a Lutyens house and Gertrude Jekyll design.

This strip of Kent is home to some truly great golf. Royal St George's hosted the 2011 Open Golf Championships, while Kingsdown and Walmer is a challenging downland course. For two more testing links courses head to the Royal Cinque Ports or Prince's Golf Club; it also offers top-notch food at The Brasserie on the Bay and sleek rooms in The Lodge.

For more information about Dover and the surrounding area please visit the following:

- www.visitkent.co.uk/
- www.canterbury.co.uk/

- www.english-heritage.org.uk/visit/places/dover-castle/
- www.telegraph.co.uk/lifestyle/reinvent-the-high-street/10547216/Reinventing-the-high-street-Deal-wins-high-street-award.html
- www.nationaltrust.org.uk/the-white-cliffs-of-dover

House Prices in Dover (taken from Rightmove 14.01.2016)
The majority of sales in Dover during the last year were terraced properties, selling for an average price of £136,729. Semi-detached properties sold for an average of £190,865, with detached properties fetching £266,486. Dover, with an overall average price of £169,541, was similar in terms of sold prices to nearby River (£164,482), but was cheaper than Whitfield (£223,802) and Capel-Le-Ferne (£286,357). Overall sold prices in Dover over the last year were 11% up on the previous year and 11% up on the 2007 level of £152,890.

House Prices in Deal (taken from Rightmove 14.01.2016)
Last year most property sales in Deal involved terraced properties which sold for on average £222,885. Semi-detached properties sold for an average price of £213,169, while detached properties fetched £345,761. Deal, with an overall average price of £228,985 was cheaper than nearby Walmer (£242,899), Kingsdown (£355,406) and Sandwich (£280,150). During the last year, sold prices in Deal were 4% up on the previous year and 12% up on 2008 when the average house price was £204,468.

