



Candidate brief for the position of  
**PE & Activities Teaching Assistant**  
with boarding duties  
to start September 2018



**D'OVERBROECK'S**  
OXFORD



## The school

d'Overbroeck's is a co-educational independent day and boarding school in Oxford for students aged 11 – 18. The school roll currently stands at c 500, and this is set to grow in the coming years.

The school was founded in 1977. Initially only a sixth form, d'Overbroeck's successfully pursued a policy of extending its age range, becoming an all-through 11 – 18 school in 2005.

In a city and a county which boast a good number of independent schools with resounding names and long histories, d'Overbroeck's has, in a comparatively short time, established itself as a thriving, forward-looking and highly successful school with a robustly distinctive ethos, an outstanding staff team, and a strong reputation for the quality of its educational and pastoral provision.

The school is now set for some very exciting new developments. Construction work has recently been

completed on a substantial new Sixth Form site at 333 Banbury Road. From September 2017 all sixth form teaching moved to the new site and the school's International Section moved into the Swan Building, which was previously used for sixth form teaching.

Taken together, these changes bring substantially more physical space and enable the school to take its facilities and its educational provision to a whole new level in a host of areas including the sciences, art, music and drama, as well as its library, social and dining provision. This is, therefore, an opportunity to join the school at an enormously exciting point in its development.





## Our ethos

Academic achievement and personal growth are at the heart of what we aim to achieve at d'Overbroeck's; and the school's success in achieving these goals is evident in students' achievements and in the enthusiastic endorsement we receive from current and former parents and students.

The dominant note at d'Overbroeck's is one of purposeful informality. The ethos is firmly built on personal relationships, on a relative lack of stuffiness and overly-formal hierarchies and on a strong conviction that the individual lies at the heart of the school.

The school believes in leading by example, in a healthy dose of flexibility and in the power of laughter and humanity. 'Enthusiasm', 'maturity' and 'courtesy' are words that very frequently feature in the observations of visitors to the school. This is an environment which

gives people – staff as much as students – the space to grow, to learn, to engage with complexity and to achieve their goals, while also making time for friendship, for laughter and for living life to the full.

The policy at d'Overbroeck's is for everyone, staff and students, to be on first-name terms throughout the school. The school's experience is that this fosters more mutual respect and truer, more motivating interactions between staff and students.

Students wear school uniform up to Year 11 (there is no uniform in the Sixth Form). This is a relatively light-touch uniform, designed to allow each student a sense of her or his own individual personality.

d'Overbroeck's does not have any particular religious affiliation and welcomes students and staff of all faiths and none.

**'A defining characteristic of d'Overbroeck's is its close-knit, informal atmosphere within which students grow in confidence, self-esteem, respect for themselves and for others. Students are very supportive of each other and behaviour throughout is excellent, exemplified in considerate, warm relationships.'**

ISI inspection report, October 2013



# Structure of the school

The school consists of three sections on different sites in North Oxford: Years 7-11, the Sixth Form and the International Section. Due in part to its history and in part to the physical configuration of its buildings, d'Overbroeck's is a mushroom-shaped school. The Sixth Form is numerically the largest part of the school: in addition to students progressing from the lower years into the Sixth Form, we draw a large intake of students (around 90 or so at present) directly into the Lower Sixth each year – a combination of local and international students.

As the present time, the composition of the school is as follows:

**Years 7-11** – 180 students; all day students. Based on Leckford Road, OX2 6HX.

**The Sixth Form** – 280 students; a mixture of day and boarding. Based on a new purpose-built site at 333 Banbury Road that opened in September 2017.

**The International Section** – around 40 international students who are all boarders. Moving into the Swan Building in September 2017 will provide considerably more space and greatly improved facilities, including laboratories and an art room, and we hope to increase student numbers in this section of the school in the coming years.

## 333 Banbury Road

From September 2017, when the new site at 333 Banbury Road was completed, the Sixth Form benefitted from a considerable upgrade in facilities and physical space. The new building includes five science laboratories and spacious suites for art, music and drama, as well as more library and common room space.

The new Hall provides daily dining facilities for staff and students as well as a 180-seater auditorium for music, drama performances and all kinds of other school events, not only for the Sixth Form but for the whole school.







## Teaching and learning

d'Overbroeck's offers a broad academic curriculum with a wide choice of subjects at GCSE and A level. Students in the International Section are prepared for IGCSE examinations.

The school places an emphasis on fostering resilience and independent learning skills, and this starts as early as Year 7. In the Sixth Form, many students complete an EPQ alongside their A level programme, and students regularly take part in Maths and Science Olympiads. Special programmes are provided for Oxbridge and medical / veterinary applicants. A wide range of trips and visiting speakers enriches the taught curriculum.

A Personal Development (PSHE) programme is integrated into the curriculum from Year 7 through to Year 11 and students in the Lower Sixth have an Enrichment Programme which introduces them to information, views and debates on a wide range of issues. There is a focus on reflective teaching and on CPD and the school has repeatedly been complimented by ISTip on its work in supporting NQTs through their induction year.

The teaching approach at d'Overbroeck's has always been built around comparatively small classes. Classes are generally kept to a maximum of 15 students up to Year 11 and up to 10 students in the Sixth Form. Classes in the International Section are usually kept to a maximum of 10.

In the International Section, students follow a one-year programme which prepares them for IGCSE exams in up to 8 subjects alongside intensive teaching in English for academic purposes (EAP). From September 2017 the school will introduce a two-year IGCSE programme for younger students, which will run alongside the current one-year programme.

Exam results are very strong. At A level, both raw results and value-added data show impressive achievement across the ability range, and progression to Oxbridge and other top Russell Group universities is consistently strong.

# Boarding

There are currently around 140 boarders at d'Overbroeck's, and this number is set to increase in the next few years as the school grows. We take day pupils only in Years 7-11 so our boarders are either in the Sixth Form (where a little under half the students are boarders) or in the International Section (where almost all the students board).

For some of our boarders home is just 30 or 40 miles away; for others it is another part of the world. Some will have boarded before while for others this may be the first experience of being away from home and family.

Whichever it is, our aim is to create a close-knit, homely boarding environment where students are physically comfortable and personally at ease; where they can live and work happily, enjoy freshly-cooked, well-balanced meals and make strong and lasting friendships.

Like our teaching space, our boarding provision has seen considerable development. A brand new sixth form boarding house, known as Islip House, opened in September 2017. At the same time, one of our existing boarding houses, Nash House, is now being used to accommodate younger students in the International Section.





# Extra-curricular

Alongside the academic curriculum, a varied and vibrant programme of co-curricular activities opens up all sorts of opportunities for students throughout the age range. Sport is varied and wide-ranging, music and drama are very strong and concerts and school productions are always big events to look forward to.

Though it does not have its own playing fields or sporting facilities, the school is fortunate to have the use of an excellent range of venues and facilities nearby, and these are used on a daily basis.

**'It's hard to imagine a better school for nurturing and developing students....Without exception all staff are dedicated to the aspirations of the school, resulting in a lovely and thriving atmosphere that produces excellent results and well-rounded teenagers!'**

Parent survey, 2015





## Association membership

d'Overbroeck's is a member of the Independent Schools Council (ISC), the Society of Heads of independent schools and of the Boarding Schools Association. The school is also an associate member of AGBIS.

## Accreditation and inspection

d'Overbroeck's is an accredited member of the Independent Schools Council. The most recent ISI inspection took place in October 2013. This was a full integrated inspection, and the school was judged 'Excellent' in all aspects of its educational and boarding provision. Notably, the inspection team also noted the 'extremely high levels of satisfaction with the school overall' expressed in the parental responses in the pre-inspection survey. Informally, the school was told that these were exceptionally high, even by the high standards of most independent schools.

In addition, the school's International Section is regularly inspected by the British Council. The most recent inspection took place in September 2015, and this too resulted in a highly complimentary report which was fulsome in its recognition of the school's strengths. Copies of both the ISI and the British Council reports can be found at:  
[www.doverbroecks.com/inspection](http://www.doverbroecks.com/inspection)

## Safer recruitment

d'Overbroeck's is committed to safeguarding and promoting the welfare of all its students, and this is a responsibility that is shared by all members of staff. The successful candidate will be subject to an enhanced DBS disclosure. Please see the section on Disclosure below.

## Disclosure

Please note that d'Overbroeck's school aims to promote equality of opportunity for all with the right mix of talents, skills and potential, without respect to age, gender or race and welcomes applications from diverse candidates. As d'Overbroeck's meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure of criminal background from the Disclosure and Barring Service before their appointment is confirmed. This will include details of cautions, reprimands and final warnings, as well as convictions. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Further information about the disclosure scheme can be found at [www.gov.uk/government/organisations/disclosure-and-barring-service/about](http://www.gov.uk/government/organisations/disclosure-and-barring-service/about).



# PE & Activities Teaching Assistant with boarding duties

We are looking for two new PE & Activities Assistants to take on this exciting and challenging role. Accommodation and meals are provided during term time. This is a full time, fixed term contract, to commence in September 2018.

## Role overview

We are seeking to appoint two new PE & Activities Teaching Assistants to join our PE & Activities staff team. The positions are designed to be fully residential: in addition to their role in the PE & Activities department, the successful candidates will have a role as Boarding Assistants in one of the school's boarding houses. Accommodation within the boarding house is provided during the school's term time in each case.

The role has two complementary dimensions. As a Teaching Assistant, you will be required to assist the PE teachers with the running of a wide-ranging programme of PE and other activities throughout the school; in the boarding house you will be required to support the Houseparents and to help with some aspects of the running of the House in which you will be living.

One of the positions that we are aiming to fill will be in Islip House, our brand new sixth form boarding house which opened in September 2017. The other will be in Nash House which is used to accommodate younger international students in Years 10 and 11.

The role could present an excellent career development opportunity for PE enthusiasts who are considering a career in teaching and/or coaching.

The successful candidates may have the opportunity to further their coaching qualifications through relevant courses. They will also be required to undertake a first aid qualification as well as the necessary training to gain a PCV qualification to enable them to drive a 17-seater minibus to transport students to and from sports and activities venues.

## Person Specification and necessary Qualifications

Applicants must have:

- Either a degree in PE or a related subject, or other appropriate vocational qualifications and experience;
- Playing and, ideally, coaching experience in at least one, and preferably more than one, sport;
- A clean driving licence, since all the members of the PE department are regularly expected to drive the School's minibuses for travel to and from sports venues.

In addition to the above, we are looking for candidates who:

- Are committed and passionate about PE and about teaching / coaching;
- Have a caring and cheerful personality and a demonstrable ability to relate to students, parents and colleagues with empathy and sensitivity;
- Have a mature, responsible, patient and resilient attitude to life and work;
- Have an ability to be firm while doing so in a friendly, engaging and respectful manner;
- Are reliable, responsible and well organised with strong communication skills;
- Have good, reliable and balanced judgement and the ability to think clearly and rationally in an emergency;
- Are good team players who will work well with colleagues and with students both in PE and Activities and in the boarding context;
- Have good practical and administrative skills.

# Duties and Responsibilities

## PE & Activities Teaching Assistant

You will be a part of our busy PE & Activities staff team and you will be expected to:

- Assist in the teaching of regular PE lessons;
- Help with the organisation and running of the Activities programme;
- Help with the running of sports teams and fixtures;
- Drive school minibuses to take students to and from weekly PE sessions, sports matches, and other Activities;
- Have the opportunity, where appropriate, to observe and assist with the teaching of GCSE and A level PE lessons;
- Help lead and supervise on school trips and activities, possibly including ski trips and others that may involve foreign travel;
- Help with a range of associated administrative duties such as keeping attendance registers, compiling data on participation rates in Activities, writing progress reports for students, etc.

## Boarding Duties

The overall responsibility for the running of the boarding houses rests with the Houseparents. As a Boarding Assistant, you will be expected to help and support the Houseparents to:

- Create and maintain in the House a happy, safe, positive atmosphere which is conducive to the students feeling at ease and able to live and work happily;
- Promote and safeguard the welfare of the students by adhering to and ensuring compliance with the school's Safeguarding and Child protection Policy at all times;
- Build and maintain positive and constructive relationships with students, on order to provide them with the best possible care and support;

- Exercise an important pastoral role within the House and look after the welfare of the students living in it;
- Foster a sense of house identity and spirit by encouraging active participation in house activities by all students;
- Ensure that the House rules are being followed at all times and address any infringements that may occur;
- Carry out practical daily tasks in the boarding house on a rota basis with other colleagues or as requested by the Houseparents or the Head of Boarding.

You will be on a duty rota with other colleagues, the aim being to ensure that the House is always adequately staffed, that there is always someone there for the students and that House rules are being respected.

## Other

You will also need to:

- Attend meetings with colleagues;
- Help show prospective students and parents around the House as necessary;
- Attend school social and other events, some of which may take place on evenings and weekends, such as school concerts and drama productions, Sports Day, parents' evening and open days;
- Attend school Inset and other training events, both in and out of school, as appropriate.



## Accommodation

For the proper performance of their duties, it will be essential for the successful candidates to be resident in the House at all times during term time (excluding scheduled time off of course).

In line with the proper performance of their duties, the successful candidates will be able to take meals in the House or in the school dining hall without charge during school term times.

## Non-smoking policy

d'Overbroeck's has a strict no-smoking and no-vaping policy (this is intended to cover all forms of e-cigarettes) in all parts of the school, including gardens and grounds. It is part of the responsibilities of House staff to ensure that this policy is enforced. It is also a requirement that House staff be non-smokers.

## Salary and pension

The starting salary in the post will be in the region of £15,000 pa. In addition, and as has already been mentioned, accommodation within one of the school's boarding houses and meals are provided (during term time). The school has its own pension scheme which will be open to the successful candidates from the time that they join the school.

Please note that the role as set out above involves working through the school's term times plus a day or two before and after each term to help with opening up and closing down the House.

However, there is the potential to earn additional income by working in a similar role (Activities and boarding) for a few weeks in the summer holidays on the annual summer English courses which are run by a partner organisation, Bucksmore Education, using our school buildings and boarding houses. This would be subject to a selection interview with Bucksmore Education staff nearer the time. The salary and terms of conditions of such summer employment will be separate from the terms of this contract and will be as agreed with Bucksmore Education as the employer.

## Further information

If you would like any further information at this stage, please feel free to telephone Jonathan Cuff, Deputy Principal, Pastoral, on the main school number 01854 688600

## Applications

Applicants should complete the Form entitled Application for a Teaching Post which can be downloaded from [www.doverbroecks.com/posts](http://www.doverbroecks.com/posts).

The Application Form, full Curriculum Vitae and a covering letter should be emailed to [HR@doverbroecks.com](mailto:HR@doverbroecks.com) and a signed copy sent to:

Helena Barron  
d'Overbroeck's  
333 Banbury Road  
Oxford  
OX2 7PL.

The closing date for applications is  
**12 February 2018**

Short-listed applicants will be notified of the interview arrangements as soon as possible after short-listing.

February 2018



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