



# MILTON ABBEY

**Co-educational boarding and day school for ages 13 - 18**



**Head of English**  
**September 2018**  
**Information for applicants**



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## **Background Information**

In a recent ISI inspection, Milton Abbey, a co-educational day and boarding school for ages 13-18 situated midway between Blandford and Dorchester, was judged as being 'highly successful in achieving its aim to enable each pupil to achieve their academic potential'. The report also praised the School's 'excellent' teaching provision and highlighted its 'carefully structured and broad curriculum'. Milton Abbey is proud to offer the broadest range of vocational subjects in the independent sector, alongside GCSEs and A Levels. Milton Abbey is committed to the individual and delivers an education that is meant to challenge, stretch and develop young men and women into leaders and assured adults who possess confidence without arrogance. Milton Abbey prides itself on its ability to deliver a bespoke education, tailoring each pupil's education to make the most of their individual skills and talents so that they can achieve their potential both inside and outside the classroom. At Milton Abbey's heart is a philosophy of developing each and every girl and boy into fully rounded people academically, culturally, spiritually, and within a caring, supportive environment. We are an inclusive school, and are ambitious for every pupil. Success, in whatever form, is celebrated.

The School became fully co-educational from September 2012 and joined the Round Square group of schools in 2013. Current development projects include a new Centre for Countryside Management and Equine Studies and a new Art Centre and Gallery. All these exciting developments have been underpinned by Milton Abbey's commitment to the pillars of Round Square IDEALS, namely international understanding, democracy, environmental awareness, adventure, leadership and service.

The School lies in a wooded valley and occupies the site of a former Benedictine Monastery, founded over 1000 years ago. The two remaining Monastery buildings, the Abbey (which is used as the School Chapel) and the Abbot's Hall (which is used as the School Dining Hall), around which a Georgian mansion was built in the late 18<sup>th</sup> Century, accommodate two houses. Modern facilities on a par with much larger schools have been added including a Music School, Art School, classrooms and laboratories, an ICT centre, a fully stocked library, Technology workshops, a 370 seat theatre, a 25 metre indoor pool, recreation hall and full sized astro-turf. The school has stabling for up to eight horses, a pheasant shoot, an ambitious self-sufficiency market garden project, pigs, sheep and chickens.

The school is run by the Headmaster, supported by the Deputy Head, a teaching staff of 40 and has a capacity of 300 pupils. All staff appointed are expected to contribute to the boarding ethos of the school, supporting both the Deputy Head with pastoral work and the Director of Adventure Training & Activities with a full and busy games programme. Candidates are encouraged clearly to 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.

For more information please see the school's website: [www.miltonabbey.co.uk](http://www.miltonabbey.co.uk)



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### **HEAD OF ENGLISH**

For September 2018 we are seeking to appoint a well-qualified, enthusiastic and inspirational Head of English, to join a forward thinking department and Milton Abbey at an exciting time in its development.

The successful applicant will be responsible for the running of the department and management of four other members of staff. You will be passionate about the subject and rigorous in enforcing high academic standards. You will have a relevant degree with an appropriate teaching qualification and an enthusiastic attitude towards developing the English Department.

The position will require teaching to GCSE and A level teaching. The successful applicant will be an excellent classroom practitioner, work well within a team and value each pupil as an individual.

A commitment to contribute fully to the extra-curricular life of this busy, seven day a week boarding school would be an advantage, as the successful applicant will also act as an academic tutor, be attached to a boarding house and undertake house duties. Accommodation may be available.

### **JOB DESCRIPTION**

**DEPARTMENT:** English

**JOB PURPOSE:** To lead, manage and oversee the various resources available to the department with the aim of providing the most effective and efficient learning opportunities for pupils, in accordance with the school's aims and objectives.

**RESPONSIBLE TO:** Assistant Head (Teaching and Learning) and Deputy Head

Specific responsibilities include the following, although this list is by no means exhaustive:

#### **Duties and Responsibilities**

##### **Professional:**

- Develop, in consultation with senior management and departmental staff, a range of stimulating, relevant courses appropriate to the needs of pupils, which help to fulfil the aims and objectives of the school.
- Evaluate the effectiveness of courses and syllabi and oversee the provision of assessment procedures according to school policy.
- Plan, prepare and teach lessons to pupils assigned to him/her according to their educational needs, and in doing so provide leadership to teachers in the department.

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- Monitor and take responsibility for the care and management of department staff in the various activities involved in teaching and support functions.
- Revisit and implement the School's Literacy Policy on an annual basis.

#### **Administrative:**

- Make available for publication (for parents, staff and governors) documentation explaining the policy, operating methods, performance and examination results of the department.
- Arrange representation of the department on various consultative groups and committees.
- Liaise with the Headmaster over deployment of departmental staff, teaching effectiveness and staff appointments; with the Assistant Head (Teaching and Learning) over staff deployment and timetabling requirements.
- Exercise control over departmental resources, including estimates, budgeting, expenditure and stock.
- Deploy staff in the teaching programme and allocate pupils to sets according to school policy.
- Liaise with the Examinations Officer regarding the submission of Controlled Assessment/coursework marks and examination entries/administration.

#### **Management:**

- Participate fully in the school's consultative procedures to ensure effective communication.
- Actively pursue a stated policy of staff development within the department, including the use of delegation, setting of targets and appraisals/reviews.
- Conduct a regular consultative procedure within the department which allows all its members the opportunity to take part in planning and evaluation.
- Evaluate the use of resources in order to ensure efficiency and effectiveness.



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### **TERMS OF APPOINTMENT**

The following provide guidance, without prejudice, on the likely main provisions of the Contract of Employment.

- Hours:** This is a full-time post, Monday to Saturday.
- Holidays:** You are entitled to all school holidays. Public holidays falling when pupils are in School during term time are working days.
- Salary:** A competitive salary is offered to the successful candidate depending on experience and qualification.
- Probation:** The position is subject to a two and a half term probationary period, which may be extended.
- Pension:** The School complies with its legal obligations in relation to the provision of access to a pension scheme and will automatically enrol the employee in a contributory pension scheme when required by law.
- Medical Fitness:** Any offer of employment will be conditional upon the appointee's fitness to carry out the role. New employees will be asked, following an offer of employment, to complete a questionnaire regarding medical fitness.
- Criminal Background Check (DBS):** As a School, Milton Abbey requires all new employees to complete an Enhanced level criminal background check through the Disclosure and Barring Service. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background of the offence.
- References:** In addition, all new employees are required to provide two satisfactory references, one of which should be from a previous employer. The School may also contact any previous employer, where the position has involved working with children or vulnerable adults.



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### **APPLICATIONS**

Your application can be supported by a CV. Applications annotated “see attached cv” will not be considered. Attention will need to be given by the candidates as to the way in which they expect to transfer their experience to date to this post in a school environment. Further details may be obtained from our website or from HR email [hr@miltonabbey.co.uk](mailto:hr@miltonabbey.co.uk) or telephone 01258 880484.

**Please address your letter to the Headmaster and send the letter, cv and application form to:**

Miss Lynne Hughes  
HR Administrator

#### **By post**

Milton Abbey School  
Blandford Forum  
Dorset  
DT110BZ

#### **Or by email**

[hr@miltonabbey.co.uk](mailto:hr@miltonabbey.co.uk)

**Closing date for applications is noon on Friday 12<sup>th</sup> January 2018.** We will contact all applicants to either invite them to interview or advise them that on this occasion their application will not be taken further.

### **Interview**

Candidates invited to interview should bring the following original documents. Please note photocopies or certified copies are not sufficient:

- Two forms of original identification, ie current photocard driving licence, passport or a full birth certificate.
- Proof of address documentation, ie a utility bill or financial statement issued within the last three months showing current name and address.
- Where appropriate, any documentation evidencing a change of name. If providing a birth certificate and your name has changed since birth, you must also provide documentation, eg. marriage certificate, to confirm change of name.
- Where the candidate is not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK.

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.