



Candidate brief for the position of  
**Housemaster/Housemistress**  
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).



# Housemaster/Housemistress

This is an exciting opportunity to become a key member of the boarding provision at d'Overbroeck's, to join our existing houseparent in our brand new boarding house at 376 Banbury Road.

## Role overview

We are looking for an engaging and dynamic Housemaster/Housemistress to join our boarding provision at Islip House, our brand new 61 bedroom boarding house. The post will commence in September 2018, although the capacity for a settling in period towards the end of August would be appreciated.

The Housemaster/Housemistress is responsible for the general welfare and personal development of the Sixth Form boarders in Islip House and for creating a secure and nurturing environment. The new Sixth Form boarding house is situated directly on the Banbury Road overlooking the brand new 333 Banbury Road Sixth Form site.

During the school day, 8.35am to 4.20pm, Directors of Studies are primarily responsible for the students' academic development and welfare; however, the Housemaster/Housemistress has an overview of their students' progress and well-being and liaises with parents and academic staff about this. The Housemaster/Housemistress is resident during term time and is line managed and responsible to the Deputy Principal and ultimately to the Principal.

## Duties and responsibilities

- To ensure that the individual circumstances, needs, strengths and weaknesses of each student are identified and known, so that opportunities, talents and potential are developed and maximised.
- To foster an atmosphere that is conducive to the intellectual, spiritual, social, moral, sporting and cultural development of the boarders.
- To develop and maintain among the students high and consistent standards of behaviour, organisation and cleanliness.
- To promote and develop boarding at d'Overbroeck's.
- To communicate effectively with parents and guardians and respond to their concerns.
- To keep suitable records of students' progress, health, welfare, emotional needs, achievements and conduct.
- To liaise with: Head of Sixth Form, Boarding Tutors, Director of Studies and other school staff to ensure the highest and consistent standards of care for students.
- Together with the Deputy Principal and Head of Boarding, develop and help manage an effective and efficient boarding team, staffing structure and staffing responsibilities for Islip, including Graduate Assistants and Boarding Tutors.
- To liaise with the Bursar and their teams regarding maintenance and the development of facilities.
- To set an example of organisation and punctuality to students in both community living and any academic or extra-curricular activity.
- To attend all staff meetings that are relevant to his/her own work, and also the work of the students in the house.
- To be responsible for the Health and Safety of boarders and all those who live, work or visit the boarding house with reference to the School's Health and Safety Policy.
- To teach approximately half a full timetable – any subject will be considered.
- To help with the administrative work of travel transfers, along with the Head of Boarding.
- To undertake any other duties as reasonably required by the Principal.

- To ensure, with the Deputy Principal and Head of Boarding, that the boarding house is compliant with the National Minimum Standards for Boarding.
- To help with the management of the recruitment, induction and mentoring of Graduate Assistants and their induction into the boarding community.

## Skills Required

- Enthusiastic, friendly, a genuine interest and commitment to the care and development of Sixth Form boarders.
- Excellent communication and interpersonal skills.
- Flexible, adaptable, co-operative, helpful, self-aware; collaborates well; ability to work alone and as part of a team.
- Excellent organisational and administrative skills; ability to work to deadlines.
- Ability to take initiative, develop new ideas and implement them.
- IT literate and competent.
- Team player, sense of perspective, resilience and an excellent sense of humour through to the end of term.

## Qualifications and Experience

- Experience of working in a boarding school or in a pastoral setting with children is not essential but would be desirable.
- First Aid at work certificate holder would be advantageous, although training will be given if needed.
- Clean driving licence.

## Terms and Conditions

The Housemaster/ Housemistress post is residential and a brand new two-bedroom apartment is available all year round. There is a possibility of extension to three bedrooms for the right candidate. The incumbent would be expected to take their meals in the Cohen Hall when on duty.

## Salary and hours

This is a full time post, and in order to be able to conduct the duties and responsibilities of this post to the best of their ability, the successful candidate will be asked to sign an agreement to opt out of maximum weekly working time.

The salary for this position will depend on the skills and experience the successful candidate can bring to the role, however, it will be calculated as 0.5 FTE of a teaching salary, plus an allowance of £6,500, although for an exceptional candidate this may be more.

## 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

Please apply as soon as possible, but no later than Friday 26<sup>th</sup> January

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

January 2018





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