

SEVENOAKS SCHOOL

JOB DESCRIPTION



Head of US & International University Applications

from September 2020





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. 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 November 2017 we were, for the second time in 10 years, awarded The Sunday Times Independent School of the Year.

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 number of ancillary staff. A professional 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. In 2018 a Science & Technology Centre and a Sixth Form Global Study Centre opened followed by a new boarding house in 2019.



Curriculum

At every stage, we offer a broad, deep and integrated curriculum. Every pupil is encouraged to be curious, creative, critically aware, and to develop his or her passion and talent to the full. Life is fast-paced, dynamic, and expectations are high. At the same time, the school seeks to cultivate in its pupils the habit of reflecting on their learning, and on how they contribute to society more broadly. Ambitious and principled, confident and compassionate, our pupils are prepared for leadership and teamwork in the wider world.

Regular assemblies, tutor group meetings and a programme of talks help the social and emotional understanding in our pupils, and a long tradition of voluntary service and local and international charity projects advances a core set of values across the student body.

In Years 7-11 all students take courses in critical thinking developed by the school. The Middle School Diploma, launched in Year 9 in September 2017, recognises the learning that takes place both within and outside the classroom and is built around seven core values: creativity, independent learning, critical thinking, international understanding, collaboration, self-awareness and social responsibility.

All of the 450-plus Sixth Form students pursue the International Baccalaureate Diploma, a

programme the school has delivered for 40 years. The Diploma is the best preparation for university and for work in a world of global competition. Even more important, it genuinely develops a rich inner life in our students, opening their minds to connections and possibilities within and across the subject disciplines.

It is no surprise that our students leave Sevenoaks to study a wide range of courses in the UK and around the world. Each year all leaving students progress to the world's top universities, including up to 20% to Oxford and Cambridge, and about the same number to leading US and international universities. They do so with an enlarged capacity for independent thought and intellectual risk-taking, a strong appetite for learning, and equipped with the skills and personal qualities conducive to a happy and successful life.

The Higher Education Department

Sevenoaks School has a very strong track record with university entry and around 70 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 Assistant Director of Higher Education (US), 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 already have knowledge and experience of US and other overseas application processes but some training could be provided.

Information for applicants

If you wish to be considered for this role, please complete the online application form and attach a copy of your CV at <http://www.sevenoaksschool.org/support-vacancies/>.

Please contact the Human Resources Office at humanresources@sevenoaksschool.org or telephone 01732 467740 if you have any questions about a completed application.

Applications should be submitted by midnight on Friday 10 April.

It is envisaged that interviews will take place from Thursday 16 April. The school retains the right to interview suitable applicants and appoint before the deadline.



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.