

Brief for the position of

# Director of Studies

September 2024 or January 2025





# About Churcher's College

Churcher's College is an Independent co-educational day school offering Nursery, Junior, Senior and Sixth Form education. With 1072 pupils in the Senior School and 255 pupils in the Junior School (including the Nursery) of approximately equal numbers of boys and girls. Churcher's College enjoys recognition as one of the most accomplished independent, co-educational day schools in the country.

The School is situated in a delightful, highly desirable area of Hampshire in the South Downs National Park bordering Surrey and West Sussex and very close to the South Coast with all the amenities that provides and in very easy commuting distance of London. Hosted across two campus sites enabling the Junior School and Nursery pupils to flourish in their own beautiful grounds in Liphook, whilst maintaining close links to the Senior School and Sixth Form located in nearby Petersfield. Both sites offer onsite playing fields and unrivalled facilities, providing the comfort and opportunities of an open, healthy environment.

Churcher's College seeks to give the widest range of experiences and the opportunity to be the best. The school has received independent acknowledgement for its academic success, creative arts, performing arts, adventurous activities and sporting achievements. Churcher's is an inclusive school where parents, children, staff and friends all contribute to the rich and broad education provided.

Churcher's College is a fully coeducational school with a Christian ethos, providing a delightfully friendly and supportive atmosphere where staff and pupils have every opportunity to

fulfil their potential and to achieve their aspirations, both academically and otherwise. The School is lively, creative and caring; it is a happy place with a strong family atmosphere where independent minds, a sense of adventure and spirituality, social responsibility and moral values are encouraged.

Petersfield is an idyllic market town on the edge of a National park and on the main line to London. The school and pupils are very actively involved in the town and community service both locally and further afield. The School's Charity Committee raises sizeable sums of money each year for national and international appeals and the CCF and music especially are very significant contributors to town events.

## The Churcher's Family

We aim to nurture children into educated, informed, socially responsible and respectful citizens ready to succeed in life. We provide an excellent education for all pupils based upon traditional values and academic standards, personal discipline and the development of self-confidence. This is accomplished within a caring environment and a positive balance between academic studies and enterprise and adventure outside the classroom.

Friendship, among pupils, staff, and between these two groups, is at the heart of the special atmosphere at Churcher's College. Relationships are relaxed and informal but are also based on mutual respect. Diversity of intake is an equally important factor in the School's character, with 160 pupils joining this year from more than 100 different schools, including a mixture of state primaries and Independent prep schools.

The School prides itself on its strong pastoral provision, with the house system providing pupils with a secure source of support and guidance in every aspect of life. Every pupil joins a co-educational pastoral house. Each house is run by a Head of House and a team of tutors who take a close interest in pupils' academic and social development. In each house, pupils organise and participate in a range of activities and events throughout the year. There are five houses at the Senior and four at the Junior School.









### Academic Life

Churcher's College is proud of its academic reputation and longstanding tradition of exam success. The curriculum is broad, balanced and contemporary throughout the School and in addition to the usual core subjects it covers important areas such as current affairs, study skills, mindfulness, critical thinking, money management and global issues. The timetable offers a great deal of flexibility.

Churcher's College is academically strong [2023: A Level - 29% A\*, 59% A\* and A, 81% A\* to B; GCSE – 24% Grade 9, 50% Grades 9 & 8, 74% Grades 9 to 7] and previously has been recognised as a 'Top 100 Independent School' by A Level results and winner of the 'A Level Award for the South of England 2017' at the British Education Awards.

### Extra-Curricular

Beyond the classroom we offer a vibrant and extensive extra-curricular programme. With over 35 sports teams representing the school each term and whole seasons unbeaten, sport has strength in numbers and ability. Music and drama flourish with many pupils taking music lessons, numerous accomplished ensembles, and regular highly reviewed and varied student drama productions ranging from A Christmas Carol to Miss Saigon. Getting outdoors with our adventure programme is very popular; CCF, Duke of Edinburgh, plus First and World Challenge expeditions offer exciting opportunities to staff as well as pupils.

Pupils at Churcher's College are encouraged to develop a strong spirit of adventure and the School curriculum incorporates numerous opportunities to take part in a range of extra-curricular activities in order to support this. Sport

at Churcher's College is viewed as an integral part of character development and helps build confidence, resilience and mental toughness. Rugby, hockey, football, basketball, cricket, athletics and tennis are offered to boys, whilst hockey, netball, cricket, athletics and tennis are offered to girls. Additionally, there is a thriving programme available beyond this, allowing pupils to represent the School in pursuits such as swimming, kayaking and equestrian sports.

Music also plays an important role in the life of the School, and the Music Department aims to develop in all pupils the skills, knowledge and understanding that will facilitate an active appreciation of music throughout life. School concerts range in style from informal evenings of chamber music to those involving the full orchestra, as well as jazz and rock events.

The performing arts provision is among Churcher's College great strengths, and is so much a part of the School's fabric that pupils often arrive for rehearsals straight off the AstroTurf or out of the classroom, ready to take up an entirely different challenge. With concerts or recitals most weeks, six or seven drama productions every year and a major dance showcase, there is plenty of opportunity and choice for everyone.

Churcher's College adopts a positive approach to developing their adventure education curriculum, taking advantage of the 150-acre campus and surrounding area and offering activities such as camping, kayaking, climbing and orienteering to younger pupils. There are numerous opportunities to participate in expeditions, both home and abroad; the Brecon Beacons, Norway and China have all been recent destinations.



# The Role of Director of Studies

This post presents an exciting opportunity to join a thriving, forward-thinking school. We wish to appoint a Director of Studies with effect from September 2024 or January 2025. It is a Senior Management post and the successful candidate will therefore be part of a consultative process contributing to whole school strategic decisions. The Director of Studies works in close collaboration with the Deputy Head (Academic) and the Deputy Head (Staff and Professional

Development) as the Academic Management Team with shared responsibility for the general oversight, direction, and review of all aspects of the school's academic practice and policy.

## The Person

The successful candidate will:

- Be an outstanding teacher
- Have an excellent academic profile
- Have a meticulous eye for detail
- Be a problem-solver with the resilience and determination to always find a solution
- Have exceptional forward-planning, time-management and organisational skills

- Be proficient in Microsoft Excel and familiar with the main data management formulae
- Always demonstrate discretion, honesty and integrity
- Have a sense of humour and perspective
- Understand and respect the (often conflicting) demands of staff, pupils and parents in a busy and popular independent day school
- Have strong experience in line management
- Have a commitment to teamwork flexibility and generosity of spirit and the ability to forge working relationships with all members of the school community
- Ideally have some experience of timetabling (not essential)



The following job specification is not exhaustive, but indicates the main areas of responsibility:

### 1. Academic Strategy

- Member of The Academic Management Team
- Member of The Senior Management Team
- Secretary of the Heads of Faculty and Academic Review Group
- Attend Calendar meeting to identify potential academic/ECA clashes

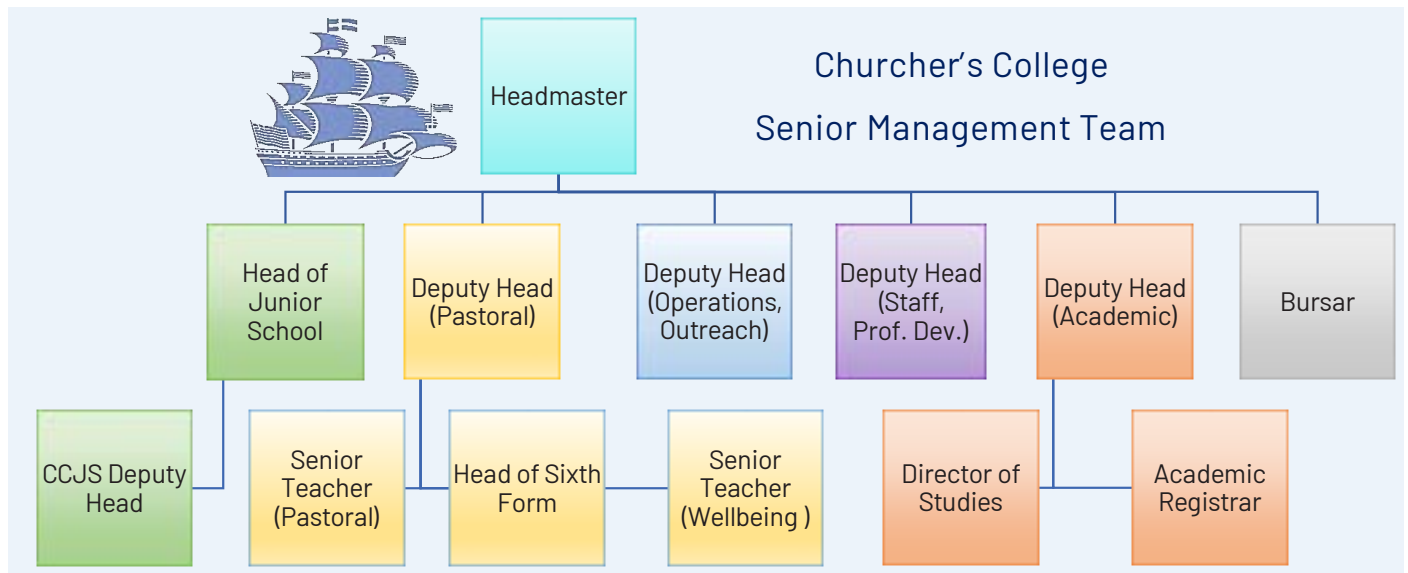
### 2. In conjunction with the Deputy Head Academic:

- The School Timetable
  - Preparing the curriculum map
  - Preparing the blocking pattern for A Level and GCSE
  - Planning school staffing requirements following pupil option choices
  - Liaising with part-time staff to confirm their requirements

- Confirming departmental staffing with HoDs
- Writing the timetable
- Mid-year timetable amendments
- Pupil Options
  - GCSE Options
    1. Preparing the programme and booklet for options evening
    2. Preparing the Firefly Options form
    3. Processing option choices
  - A-Level Options
    1. Preparing the Firefly Options form
    2. Processing option choices
- Cover
  - Assigning cover for planned absence
  - Occasionally running cover

### 3. Specifically responsible for:

- The timetable in iSAMS
- Internal exams
- Room allocation
- Homework timetables
- Parents' Evenings
- Room changes
  1. Room changes and logistics for day-to-day events
  2. Internal exam room changes
  3. Public exam room changes
- Cover Rota allocation
- Collapsed timetables for special days eg CCF Field Days
- Baseline Testing Arrangements (MidYIS, Yellis & Alis)
- Parent Information / Curriculum Booklet





### Application Details

As a consequence of the Children Act 2006 and KCSIE 2023, all staff appointed to positions at Churcher's College must undergo a check with the Disclosure & Barring Service. A copy of the School's Recruitment, Selection and Disclosure Policy and Procedure is available on the website. Two written references will be required and any gaps in employment records will be investigated. It is also necessary for all staff to notify the Headmaster before the appointment of any convictions, or other factors which may be relevant to their employment in a school environment.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children. Churcher's College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The following duties will be deemed to be included in the duties which you may be required to perform:

- Child protection, discipline, health and safety
- Promoting and safeguarding the welfare of children and

young persons for whom you are responsible and with whom you come into contact.

Churcher's College aims to be a fair employer and is committed to equal opportunities. Churcher's College does not discriminate against employees on the basis of race, colour, nationality, ethnic or national origin, religion or religious belief, pregnancy and maternity, sex or sexual orientation, marital or civil partner status, gender reassignment, disability or age. We embrace inclusion and fairness in the workplace: diversity is to be celebrated and as such we strive towards a fully immersive culture of inclusion, diversity and equality.

### Terms and conditions

The remuneration offered will be attractive and designed to secure the very best candidate. Medical insurance and a school fee discount contribution will form part of the remuneration package.

Assistance with accommodation may be available.

The children of staff are eligible for a fee remission subject to satisfying the usual entry requirements.

A contribution to re-location costs can be claimed subject to the terms of appointment for the post.

### How to apply

Letters of application, CVs and completed application forms should be submitted online to: [hmpa@churcherscollege.com](mailto:hmpa@churcherscollege.com)

If candidates prefer to send their application by mail, it should be addressed to:

The Headmaster's EA  
Churcher's College  
Ramshill  
Petersfield  
Hampshire GU31 4AS

- The closing date for applications is midday on Wednesday 1 May 2024.
- Interviews will take place week commencing Monday 13 May 2024.

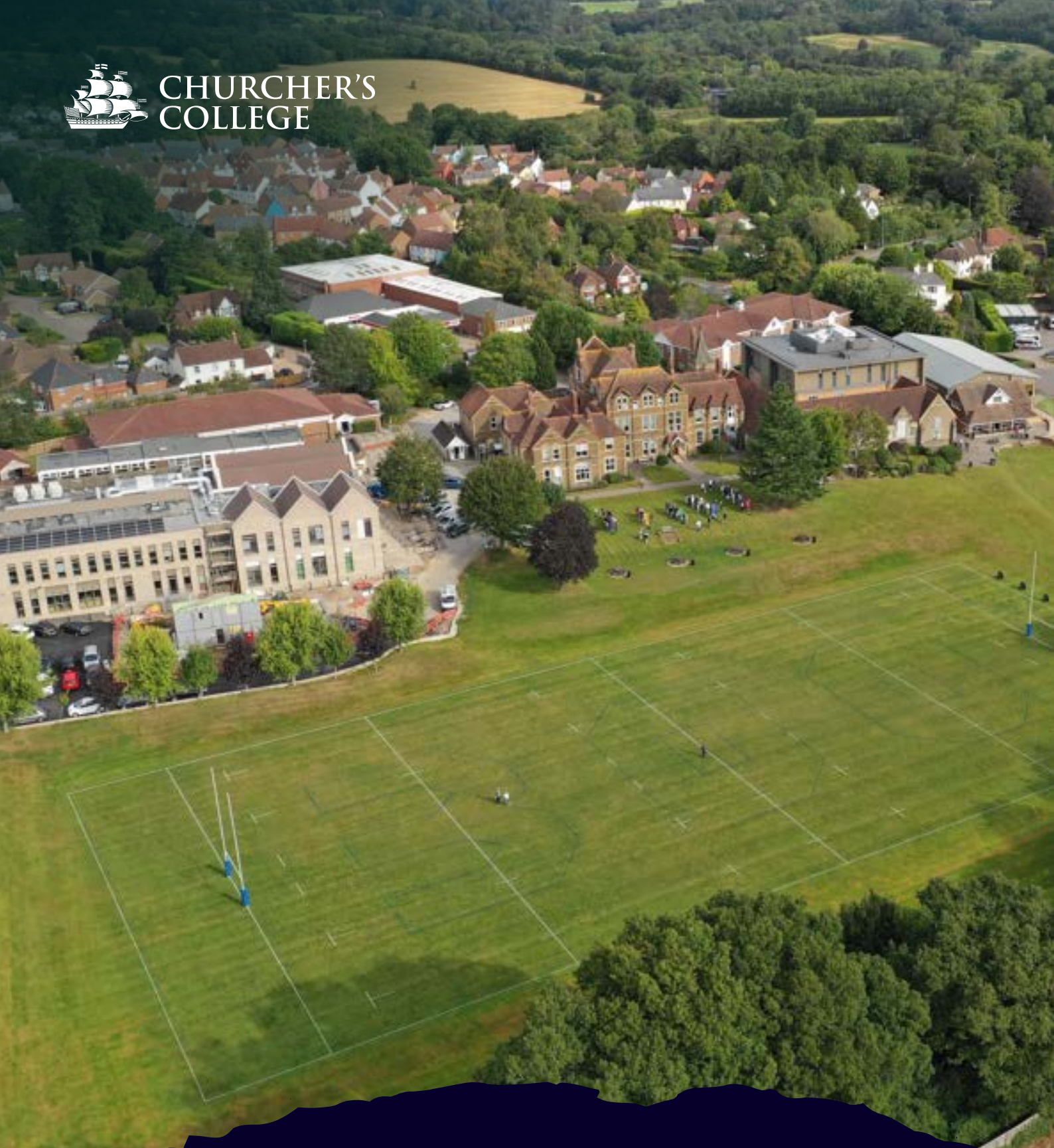








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