



SEDBERGH  
SCHOOL

FOUNDED 1525

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## Candidate Information Brochure

### **DIRECTOR OF STUDIES**

**1ST SEPTEMBER 2018**

**FULL-TIME/PERMANENT**







# The School

Sedbergh School, founded in 1525 by Roger Lupton, Provost of Eton, is an Independent Co-educational Boarding School. The Headmaster is a member of the Headmasters' and Headmistresses' Conference. Set in the spectacular Yorkshire Dales National Park, it also benefits from fast motorway and rail access to the rest of the UK.

The School is a vibrant, demanding and supportive community which encourages pupils and staff to be involved in as broad a range of activities and interests as possible. Art, Drama and Music are especially strong, and the School has a national reputation for Sport. Sedbergh has its own Prep School located approximately five miles away at Casterton.

Sedbergh is flourishing academically.

GCSE results have risen consistently since 2013 and in 2017 we saw our best results ever. Strategies to deliver improvement have been carefully planned and monitored so that we have been able to prioritise our most successful initiatives over those which are less so.

At A Level we have enjoyed a similar pattern and forecast further improvement through the success of recent GCSE cohorts. We work with AlkemyGold through the ALPS system which placed Sedbergh just outside the top 10% of schools for value-added at A Level in 2018. Following a major initiative, four Sedberghians have received Oxbridge offers in the current cohort. Our BTEC programmes provide life-changing opportunities to pupils for whom the traditional academic route is inappropriate.

Following an Inspection in May 2017, ISI Inspectors reported that "Pupils of all abilities realise their potential, achieving a balance between academic success and striving for excellence in co-curricular activities" [2.1]. They described Teachers as being "assured and inspiring with high expectations and expertise in their subjects" [3.3] and observed a "culture of stretching and challenging pupils, both in lessons and through various academic initiatives which encourages, stimulates and validates intellectual development....." [3.3], going on to say that "Pupils demonstrate excellent learning habits and have extremely positive attitudes to their academic work" [3.8].



# Director of Studies

The Director of Studies will hold principal responsibility for all aspects of the School's academic work. The post holder will be a member of the Strategic Leadership Team and will report on the following to the Headmaster, as required:

## STRATEGIC PLANNING

### Academic

- Undertake necessary academic reviews, audits and research to inform and create Academic Development.
- Plan to provide a suitable education for Sedberghians; blending School values and the need for global and social awareness with Government guidelines, Exam Board provision and the demands of Higher Education and the labour market.

### Technology

- Undertake necessary academic reviews, audits and research to inform and create Technology Development.
- Plan to provide a suitable infrastructure for pupils and staff, coupled with appropriate learning and training opportunities.

Present plans to the Headmaster and Strategic Leadership Team.

## ACADEMIC ORGANISATION

- Devise and adjust the curriculum in line with the School's needs and changing opportunities/regulations.
- Work with the Timetabler to ensure a fair and balanced timetable is prepared.
- Deploy staff efficiently and effectively taking account of their skills, knowledge, attitudes and career development.
- Advise the Headmaster on staffing needs in a timely manner.
- Delegate and monitor use of the Academic resource budget.
- Manage Scholarship, internal and public exam arrangements in co-operation with the Exam Officer and other staff.
- Oversee, train staff and use pupil tracking and exam result analysis to improve learning experience and outcomes
- Encourage and maintain oversight of Academic clubs and societies.
- Ensure academic reports are written in a timely, informative and attitudinally correct manner.

## CLASSROOM ACTIVITY

- Monitor and set the quality and pace of Learning.
- Monitor and manage the classroom environment and displays; advise the Deputy Bursar about maintenance and development issues.
- Monitor and promote the effective use of Prep.
- Maintain oversight of Learning Support, EFL and Extension opportunities.

## STAFF MANAGEMENT

- Undertake formal Departmental reviews.
- Ensure Heads of Departments and Year Heads are fulfilling their roles and provide support as necessary.
- Chair Heads of Department Meetings and other academic working groups or meetings, as required.
- Chair the IT Strategy Group.

## TO SHARE RESPONSIBILITY FOR THE FOLLOWING:

- Deputise for the Headmaster as may be required and take on delegated tasks as directed.
- School marketing, promotion and recruitment.
- School discipline.
- Preparation for and management of School Inspections.



The success of this post is inextricably linked to the communication between the Headmaster and the Director of Studies and the consistency with which both speak on behalf of the School.

The Director of Studies will meet with the Headmaster on a weekly basis and will be available in the School during holiday periods when academic work must take place (e.g. GCSE and A Level Exam results).

These responsibilities supplement those which are common to all teaching staff at Sedbergh and which are set out in the 'Roles & Responsibility of all teaching staff at Sedbergh School' attached to this Specification.



# Person Specification

## ESSENTIAL QUALIFICATIONS:

- Educated to Degree level or equivalent.

## DESIRABLE QUALIFICATIONS:

- A Higher degree or professional qualification relevant to the role.
- Experience on National, Inspection or Exam Board working parties or committees.

## ESSENTIAL CHARACTERISTICS:

- A passionate commitment to the academic achievement of young people of all abilities and interests including those who require specialist support.
- The ability to enthuse colleagues and convey appreciation, reassurance and encouragement throughout the Common Room.
- A track record of successful delivery of a curriculum area and extensive experience of staff management.
- Experience of whole school management and Timetabling processes.
- Familiarity with School MIS systems and academic tracking.
- Excellent written and spoken communication skills.
- Strong empathic and interpersonal skills coupled conflict resolution and problem solving skills.
- Excellent administrative and organisational abilities.
- The resilience required to participate and enjoy life in a busy Boarding School.

## DESIRABLE CHARACTERISTICS:

- Familiarity with Boarding education.
- Knowledge of Computing Science or Information Technology in the curriculum.

# Beyond The Classroom

The successful candidate would be expected to contribute to the pastoral life of the School, possibly as a Resident, certainly as a Non-Resident Tutor in one of the nine Boarding Houses.

All senior staff participate in the School's extensive extracurricular activity programme. All talents are most welcome and the School has a national reputation for the standard and participation in its sport. Because of our natural environment, applicants with Outdoor Education experience and qualifications would also be welcome.

In the ISI Inspection in May 2017, the School was graded 'Excellent' in every category of provision. Inspectors described pupils' self-knowledge, self-esteem, self-confidence and resilience as "exceptionally well-developed" [4.2] and acknowledged that the "extra-curricular programme is instrumental in developing this" [4.3]. Sedbergh's location was acknowledged as being important to our pupils, who "appreciate the unique setting of the School and come to understand the transformative effect of its natural beauty" [4.6].

# Salary & Accommodation

Sedbergh has its own salary scale. The salary of the successful candidate will reflect age and experience. School accommodation may be available.



# Application and Appointment Process

All applicants must submit an application form giving the names of three referees; a supporting letter and CV will be welcome. Applications may be sent electronically or in hard copy to:

HR Department, The Bursary, Malim Lodge, Sedbergh School, Sedbergh, Cumbria, LA10 5RY

Email: [hradmin@sedberghschool.org](mailto:hradmin@sedberghschool.org)

Applications will be acknowledged by email.

The closing date for applications is Friday 16 February 2018, at 4.00pm.

Interviews will take place on Tuesday 27 – Wednesday 28 February inclusive; candidates will be accommodated at the School on the Tuesday evening.

The interview process will include:

- A tour of the School with pupils.
- Meeting with selected Heads of Departments.
- Supper in a Boarding House and overnight stay with a Housemaster/Housemistress.
- Assembly.
- Teaching, observed by a member of staff (details to be provided with interview information).
- Lunch in a Boarding House
- Interview with senior pastoral staff.
- Interview and presentation and to the Headmaster and Second Master.
- A compliance meeting with the HR Manager.

The successful candidate will be contacted by telephone in the first instance and the appointment will subsequently be confirmed in writing. Unsuccessful candidates will be notified by telephone and by email; we will be willing to provide a debrief on request.



# Roles and Responsibility of all teaching staff at Sedbergh School

Sedbergh School is a boarding School which welcomes Day pupils. The nature of a Sedbergh education is that it is broad and encompasses the full range of human development; Academic, Physical, Aesthetic and Social.

It is a requirement that all teaching staff are directly involved in all areas of School life for four reasons:

1. Teaching staff are role models for the pupils. Pupils have to embrace a broad education and staff must model this behaviour;
2. Pupils live in School and are engaged with School life at all times, they respect staff who demonstrate a similar level of commitment to their own;
3. The School places a high value on teamwork. A shared commitment within the Common Room is essential to the working of the School;
4. The School is operational at all times during Term and staff must be flexible in order to respond to changes of circumstances including boarding arrangements.

The boarding nature of the School means that certain working practices take place which are not found in every School. These affect all teaching staff. Amongst these (but not excluding others) are the following:

1. Teaching on a Saturday morning throughout the year, followed by activities in the afternoon, social duties in the evening and on occasions, until late at night;
2. Teaching lessons or activities until 6pm on weekdays;
3. Administrative meetings which take place in the evening, often starting at 7.30pm after teaching has finished;
4. Provision of Clubs and Societies which may start at 9.00pm after Prep;
5. Activities on Sundays associated with House activities.

This level of commitment is common to major boarding Schools and the staff who work in them do so because they are attracted to the opportunities that such a high degree of vocational commitment conveys. The Common Room is a close community and social involvement within it is a further collegiate expectation and opportunity.

The Job Description that follows is common to all Teaching Staff.

Additional responsibilities do not diminish the commitment expressed in the following Description. Part-time roles or job-sharing may be considered where it meets the needs of the School on an individual basis at the time of application.









# Teacher

## CONTRIBUTE TO THE COLLEGIATE LIFE OF THE SCHOOL

Responsible for: Maintaining the School Ethos and Reputation of the School

Responsible to: Second Master

1. Maintain high standards of personal and professional conduct at all times and thereby act as a role model for pupils.
2. Uphold the School ethos and rules, taking due regard for professional standards and advice from senior staff.
3. Take responsibility for the behaviour of pupils.
4. Help colleagues who may experience difficulties in their role.
5. Take part in duties as may be reasonably directed by the School's management.
6. Contribute to the spiritual life of the School by attending Chapel and Assembly.
7. Attend staff meetings unless apologies are given and accepted.
8. Complete administrative tasks according to deadlines and with due regard for colleagues.
9. Communicate clearly and promptly with parents if requested to do so.
10. Be informed about, and adhere to Safeguarding regulations and policy.
11. Foster your own professional development by participating in appraisal.

## TEACHING

Responsible for: Teaching Subject(s)

Responsible to: Head of Department

1. Be knowledgeable about the subject and its recent development.
2. Be knowledgeable about syllabus content and examination requirements.
3. Foster a spirit of enquiry, a love of knowledge and a delight in the pursuit of excellence.
4. Teach students how to 'think' rather than simply 'know'.
5. Teach in an effective manner taking account of the subject, examinations and pupils' needs.
6. Maintain an effective working atmosphere in class and a stimulating environment in the classroom.
7. Teach the strategies needed to pass exams.
8. Plan lessons to achieve these aims.
9. Set Prep and holiday work in an appropriate manner.
10. Mark accurately and constructively, keep records.
11. Ensure that pupils' efforts are properly rewarded.

## CONTRIBUTE TO THE WORK OF THE DEPARTMENT

1. Contribute to departmental development and organisation as agreed with the HoD.
2. Share resources ideas and disseminate examples of good practice.
3. Act as an advocate of the Department and advise pupils about option choices at the appropriate times.
4. Provide written reports to contribute to School references.
5. Harbour School and departmental resources so they are used efficiently and stored securely.
6. Contribute to the setting, management, marking and administration of internal and external exams.
7. Contribute to external visits, field-courses etc. that are relevant to the subject.

## ACADEMIC TUTORING

Responsible for: Tutoring pupils

Responsible to: Housemaster / Housemistress

1. Review pupils' academic effort and attainment every week and devise responses as may be required.
2. Co-ordinate additional work if required.



3. Support tutees' wider development by attending plays, concerts, matches, etc in which they appear.
4. Ensure tutees are informed about option choices, education and UCAS opportunities, drawing on colleagues for support and guidance as may be required.

## BOARDING DUTIES

Responsible for: Welfare of Pupils in a Boarding House

Responsible to: Housemaster / Housemistress

1. Be informed about the House and pupils within it, including health, social and family matters.
2. Be familiar with the organisation and routines of the House.
3. Participate in House events and activities that may include (but not exclusively), music, drama, sports, outings.
4. Maintain a high level of involvement and visibility within the House through dining-in and presence at social events.
5. Take responsibility for the House as directed by the Housemaster/ Housemistress. This is likely to be at least one day per week and on occasional weekends.
6. Apply any School sanctions consistently and with due regard for natural justice.
7. Be informed about School and National policies with regard to Boarding Standards and adhere to those policies.

## SPORT AND EXTRA-CURRICULAR ACTIVITIES

Responsible for: Coaching and teaching pupils

Responsible to: Director of Sport / Head of Girls Games / Senior Master/Mistress (Extra-Curricular)

1. Take responsibility for the coaching, teaching or development of:
  - a) Sports squads or Teams
  - b) Outdoor Pursuits groups
  - c) Voluntary Service activities
  - d) Musical productions
  - e) Drama productions
2. Organise and support Academic Societies and Clubs.
3. Organise and support extra-curricular visits and events.
4. Undertake all activities according to School and National Governing Body policies and guidelines.





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Sedbergh School is committed to safeguarding & protecting the welfare of children.  
Applicants must be willing to undergo child protection screening appropriate to the post,  
including checks with past employers and the Disclosure and Barring Service.

Registered Charity No 1080672