



DOVER
COLLEGE

Candidate information
Housemaster
September 2018



Background information on Dover College for applicants

Dover College was founded in 1871 by local businessmen as a school principally for local children but has since developed an international pupil base. Dover College was one of the first schools considered a “Public School” as evidenced by its inclusion amongst only twenty five other such schools in the first edition of the Public Schools’ Yearbook published in 1889. Dover College maintains the original characteristics of its inception - a school which caters not only for a broad range (both academically and socially) of local pupils, keeping its fees affordable to achieve this, but also caters for a significant minority of pupils from overseas. It is a school with an ethos based in regular worship in Chapel in the Church of England traditions and this reinforces the ethos of friendliness and openness that is now well established - it is very much part of the value of a Dover College education. Dover College has nearly always had a Junior School of some description, first at Westmount on the Folkestone Road and more recently opening a new Junior Department in 2001 and in 2011 opening on the same site as the senior school when it was re-named ‘The Junior School’.

We are very much a family school, catering for pupils from age 3 to 18. Many of our pupils have siblings at the school, and in some cases their parents were here too. Pupils and parents are very loyal and supportive of ‘their’ school. We have a reputation for outstanding pastoral care and as a result pupils are remarkably tolerant and understanding of one another. It is important to us that every child is valued within our community. Good academic results are not enough: we seek to provide young people with the necessary skills and self-confidence to become well rounded, balanced adults who will make a positive contribution to those around them. We expect pupils and staff to be sympathetic to our Christian ethos and values, although we welcome and value those of other faiths too.

Our curriculum, which is currently undergoing a root-and-branch review as part of the College’s development plan, Project 150, is creative, well planned, wide ranging and enriching. Its balance and focus on individual development, helps us to stimulate an enquiring mind, establishing key skills and a wealth of experience in our pupils that will be of great benefit to them for the future. The College gains outstanding results at A Level and BTEC with excellent value added results at GCSE.

We understand that a well-rounded education is about more than what happens in the classroom or on the sports field, and that’s why we offer and encourage our pupils to participate in a wide variety of outstanding extra-curricular opportunities. Dover College enjoys an excellent reputation for a broad range of sport, games and other activities and opportunities. We seek to stretch the most able, whilst providing opportunities for all pupils to undertake an activities programme, which aims to provide them with enjoyment, confidence, skills and fulfilment. Music forms a pivotal role in all that we do, and the school has a choir and music school which encourages pupils to express themselves through music. We offer after-school care for day pupils until 5.30pm and work hard to ensure that our boarders are given all the opportunities they need to have experiences which are full and varied. We believe that providing such opportunities helps to develop self-esteem, and encourages important life skills such as leadership, teamwork, commitment and determination, as well as cultivating a sense of duty, and understanding of others. What happens outside the classroom also has a positive spin-off in lesson time, helping to engender an ethos of mutual respect between teachers and pupils. The successful candidate will be expected to make a contribution to current activities and initiatives and to develop new ones.

In 2016, the College launched a consultation concerning its new development plan. Far reaching and comprehensive, the plan will see a period of unprecedented growth at the College alongside many changes and developments to the schools buildings. Driven by the College’s academic purpose, the plan is set to be launched in the summer of 2018.

Candidates are encouraged to clearly 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. Fee reductions are available for children of staff both in the Junior and Senior School. Accommodation for the post of Housemaster is provided.

For more information, please see the school’s website: www.dovercollege.org.uk

The Role

Housemaster

Dates	Job start September 2018
Salary	Competitive, dependent upon experience
Location	Dover
Contract type	Full-time
Contract term	Permanent

Are you prepared to think differently?

Upon the appointment of the present post holder to the post of Head of Boarding at Roedean School, Dover College is seeking an experienced Housemaster to lead a busy and energetic boys' boarding house from September 2018.

The successful candidate will act "in loco parentis" for up to 50 11 – 18 year old boys, providing all boarders and day pupils with the best possible experience of a boarding education by ensuring a challenging and supportive environment. A core part of the role will be to ensure the safety, good discipline and pastoral well-being of all boarders. The new Housemaster will be expected to manage staffing, organisation and resources of the Boarding House effectively and efficiently.

The Housemaster appointed will be line-managed by the Deputy Head, will be a member of the Housemaster's committee, and will have an opportunity to play a central role in the marketing of the College. The post-holder will be provided with private family accommodation within the House, and would be supported by a resident assistant housemaster and other resident staff as agreed with the Deputy Head.

The successful candidate will have had extensive experience of working in a boarding environment, will be emotionally intelligent and have an understanding of the pivotal role of pastoral care both for present pupils and for onward recruitment and retention. A commitment to visibility in the House and the College is essential.

A spacious four bedroom house is provided with the role, with a study inside the boarding house.

**Closing date for applications:
Noon, Monday 29 January 2018**

For an informal discussion about the role, please contact Mr Simon Kibler, Deputy Head, on 01304 205969.

An application form and this information pack may also be downloaded from the school website: dovercollege.org.uk.

Completed application forms should be accompanied by a covering letter (C.V.s will not be considered without an application form) and should be marked Private and Confidential to The Headmaster, Dover College, Effingham Crescent, Dover, Kent, CT17 9RH or emailed to jobs@dovercollege.org.uk

The College is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. Appointments are subject to satisfactory DBS clearance and satisfactory employment references which will be taken up prior to the commencement of the post.



Job Description:

Title Resident Housemaster / Housemistress

Role

The Resident Housemaster / Housemistress (HSM) reports to the Deputy Head and is responsible for the welfare, social and academic well-being of the pupils in his or her House.

Specific responsibilities will include, but are by no means exhaustive:

House responsibilities

- Reside in the Boarding House through the term.
- Attend all main Chapel services, and ensure a member of House staff is present if HSM is off duty.
- Establish, in conjunction with the SMT, clear and appropriate House routines, making parents and pupils fully aware of them, ensuring they are in line with other Houses.
- Be a visible presence at all times around the house, and specifically on call during the week in agreement with the other resident staff and SMT, as well as undertake weekend duties in negotiation with other resident staff and the SMT.
- Commence off duty evenings after a handover with duty staff.
- Have full awareness of current best practice in respect of child protection procedures, safeguarding, minimum boarding standards and all other regulations relating to the safe operation of a boarding house. A HSM must have an excellent understanding of the College's policies on child protection and follow the guidelines for safe practice.
- Manage the House budget, in liaison with the Deputy Head, and administer pupil pocket money when lodged with the College.

Pupils

- Provide sensitive pastoral care and support for the pupils in his / her charge in line with the Christian ethos of the College, acting as a positive role model.
- Know each pupil in the House as an individual, ensuring that each one is challenged to develop his / her potential in line with the College's aims and objectives.

- Maintain all pupil records, following the College policies and procedures, in relation to registration, reporting of missing pupils, fire records, tutor records, the incident book, sanctions and the House handbook.
- Oversee the discipline of pupils in the House, along the guidelines laid out in the staff handbook.
- Inform parents of disciplinary decisions, up to suspension.
- Prepare, write and be responsible for all reports and references as requested by the Headmaster.
- Collate information about pupils and distribute to all staff as appropriate.
- In conjunction with the Headmaster, to advise on the Head of House appointment, and to appoint House Prefects, ensuring that they are inducted into their role.
- Assist with, and check, the travel and accommodation arrangements of pupils at half-term and at the beginning and end of term, liaising with Parents and Guardians as necessary.
- Organise activities and events for the pupils in the house, and assist the Head of Sixth Form and other members of SMT as required.
- Monitor guardian arrangements and, if necessary, arrange a College appointed guardian for overseas pupils in conjunction with the Admissions Office.
- Liaise with the College Nurses / Doctors over medical matters.

Parents

- Establish good and appropriate working relationships with parents, offering advice and guidance.
- Ensure, through effective management of the tutor team, that there is appropriate and accurate communication over matters of academic progress and pastoral matters.
- Manage parental expectations, foresee problems and anticipate issues.
- Be available, during term time, 24 hours a day to Parents and Guardians and reply to emails within 24 hours
- Contact Parents and Guardians regularly, including writing a termly House newsletter.

Housestaff

- Make significant contribution to the appraisal, performance management and professional development of the tutor team, in liaison with the
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SMT.

- Manage a resident and non – resident tutor team, ensuring that duty nights and weekends are fully covered, in liaison with the tutors, taking responsibility for all weekend duties.
- Run weekly, minuted meetings with tutors and house matrons, sending the information to the SMT within 48 hours.

House fabric

- Take full responsibility for the security of the House at the start and finish of each term and half terms.
- Take full responsibility for liaising with the Estate Manager and the Bursar to ensure that the House is well maintained, and that damage is reported, and meeting with the Estate Manager formally once a term.
- Conduct a House audit at the start and finish of each term to assess wear and tear of the House.
- Ensure that pictures, pupil work and other items of interest are displayed throughout the house to ensure that it has a family feel, and a clear identity.
- Ensure that pupils are respectful and take care of the building and its contents.

Marketing

- Visit prep schools and support the Headmaster in the marketing of the college as required, support Junior College retention.
- Entertain prospective parents and pupils on visits to the house.
- Be available for 2 - 3 tours of the College each week

Academic responsibilities

Under the direction of a Head of Department / Deputy Head/Director of Studies:

- Contribute to the teaching of the Department and in other areas of the curriculum where appropriate qualifications are held or suitable experience has been gained.
- Participate in the development of appropriate syllabuses, materials and schemes of work.

Additional Specific Responsibilities

- Contribute to the College's extra-curricular programme.
- Participate in appropriate meetings with colleagues

and parents relative to the above responsibilities.

- Participate in appraisal arrangements.
- Assist in promoting and marketing the College.
- Attend weekly meetings with fellow HSMs and the Deputy Head.

Accommodation and residence

The HSM is provided with accommodation within the boarding house, with all services, council tax, heating and electricity included. A HSM is expected to pay for private calls. A HSM is required to be resident throughout term, and must have the Deputy Head's permission to be away overnight in term time. A HSM must also be available to deal with parental communications when public examination results are released.

House Staff

The HSM will be supported by a resident assistant Housemaster. There will also be a Matron

The HSM will be allocated, by the Deputy Head, a tutor team, consisting of a minimum of one tutor for each year group.

The HSM has management responsibility, in terms of pastoral care, over his / her House Staff.



Additional information

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed, or any duties that may be reasonably required by the Head according to the normal practice of an Independent college. In allocating time to the performance of duties and responsibilities, the post holder must use directed time in accordance with the College's published timetable.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once every two years (as part of the appraisal process) and it may be subject to modification or amendment at any time after consultation with the holder of the post. The College undertakes to provide appropriate induction, mentoring and professional development for all HSMs.

Guidance for applicants

Suitability for the post will be measured through application form, interview, supporting evidence (e.g. certificates, portfolios etc.) and references undertaken.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Applications should consist of a CV, covering letter and a Dover College application form stating three referees.

As the information contained on the form is used during the selection process, it is essential that you complete all sections as fully as possible. If there is not enough space provided on the form, please continue on a separate sheet of paper. On each additional sheet that you use, please write your name and the post applied for, together with the section that you are answering.

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

The Headmaster
Dover College
Effingham Crescent
Dover CT17 9RH
hr@dovercollege.org.uk

**Closing date for applications is:
Noon, Monday 29th January 2018**

Information about Dover and Kent

Dover College is situated at the gateway to Europe in what is arguably one of the most beautiful and undiscovered parts of the UK. An hour by fast train to London and with direct access to the UK motorway

system, Kent is a beautiful place to live. Dover town is going through an exciting period of regeneration, and the College is intrinsically involved in this process. In Dover, the White Cliffs provide breathtaking walks along a cliff-backed beach or a cliff-top trail to the South Foreland Lighthouse, the National Trust Visitor Centre and Samphire Hoe.

Overlooking the Port of Dover, Dover Castle is alive with vibrant furnishings, every-day artefacts and costumed actors. The audio-visual displays of the castle's Secret Wartime Tunnels evoke an underground hospital and the retreat from Dunkirk. Meanwhile, the Dover Museum provides a new twist on cross-channel ferries: a 3000 year-old, sea-going Bronze Age boat.

In Deal, 20 minutes north of Dover, you can find a town of immense charm, a high street to compete with London, mazy smugglers' lanes and independent shops. Buzzing cafes and pubs sit alongside a photogenic seafront that's home to a sweeping pier and quirky maritime clock; the Timeball Tower. Sandwich is a further ten minutes' drive, filled mediaeval architecture and boasting some of the best-preserved half-timbered houses in the country. Traditions linger too: listen out for the tolling of the curfew bell every night at 8pm. The Secret Gardens of Sandwich provide fragrance, tranquility, a Lutyens house and Gertrude Jekyll design.

This strip of Kent is home to some truly great golf. Royal St George's hosted the 2011 Open Golf Championships, while Kingsdown and Walmer is a challenging downland course. For two more testing links courses head to the Royal Cinque Ports or Prince's Golf Club; it also offers top-notch food at The Brasserie on the Bay and sleek rooms in The Lodge.

