



2024-2025

RECRUITMENT BOOKLET

Dum Spiro Spero - Whilst I breathe, I hope

MESSAGE FROM THE HEAD

Thank you for your interest in Cothill House. Cothill is a wonderful place to work but before you consider submitting an application, I thought it might be helpful if I gave you a brief introduction to the school. By doing this, I hope you might begin to understand why the school is so fondly remembered by its past pupils and so highly regarded in the prep school world.



Established in 1870, Cothill is recognised globally as one of the country's leading boys' day and boarding prep schools with an exceptional record of preparing boys for the top public schools. Set in the heart of the Oxfordshire countryside, but only fifteen minutes from the dreaming spires of Oxford, Cothill House has been providing an inspirational all-round boarding (and more recently) day education and unrivalled opportunities for boys aged 8-13 for more than 150 years.

Our aim is to foster a boy's happiness, confidence and individual passions, helping him to achieve his potential, cultivate a love of learning and stimulate his love of life. Cothill boys are proud of their school and flourish in an environment where hard work, integrity and originality are both valued and rewarded. The staff play a vital role in inspiring the pupils to be the best versions of themselves and the friendly atmosphere ensures that everyone feels appreciated.

A unique element of the School's offer is the time boys spend at the Château de Sauveterre, where they are immersed in the culture and language of the Gers in the south of France. This is a memorable experience and delighted boys and parents usually deem it to have been transformative.

There is a tremendous breadth to a Cothill education and boys will be involved in sport, music and the arts most days. Taught by an outstanding, enthusiastic and committed staff, boys are encouraged to 'get stuck in' and challenge themselves. As a result, Cothill boys learn the benefits of teamwork, become self-assured and thrive within our vibrant community.

You are applying at an exciting time for Cothill, with a new Headmaster in charge complete with a new vision for the progress of the school. We have also recently opened our state-of-the-art £6 million Bailey Sports Centre which is the envy of many public schools.

Cothill is a fantastic place to work, and there are so many ways in which one can contribute to the life of the school. It goes without saying that our parental body is extremely supportive of everything we do to put their sons' well being and progress at the heart of all our activities. In short, Cothill is an outstanding school with a terrifically positive, sociable and supportive staff. The best way to get a true sense of all that is on offer is to visit, and I would encourage you to pick up the phone and give me a call. You would be very welcome to join us for lunch one day and see the school for yourself.

I look forward to receiving your application; if you have any questions, please do drop me a line.

A handwritten signature in blue ink, appearing to read 'ghsmey'.

ROLE DESCRIPTION

Graduate Gap - starting September 2024

Context

This is an exciting opportunity to work in one of the country's leading boys' day and boarding prep schools. The successful applicant will be an enthusiastic graduate with a desire to enhance the lives of our boys both in and out of the classroom.

Job Specification

- Teach a reduced timetable of academic lessons in a chosen subject.
- Plan lessons and mark work from lessons following school guidance.
- Write termly academic reports and attend parent meetings.
- Carry out duties and be available for cover as directed by the Deputy Head.
- Be involved in the wider life of the school, possibly including Sport, Music and/or Drama.
- Fulfill wider responsibilities as determined by the schools' leadership team, in line with other staff commitments.
- Promote the school's values in professional and personal conduct.

Personal Qualities

The successful candidate is likely to have the following qualifications, qualities and experience:

- A minimum of a good graduate level qualification
- A passion for the teaching of Key Stage 2 classroom teaching and the ability to communicate this enthusiasm to pupils from Year 3 upwards
- Set high expectations to motivate, inspire and challenge pupils
- Confidence in using ICT
- Motivation to work with children and a high regard for their happiness, safety and wellbeing
- The ability to work as part of a team and contribute to the resourcing of the department.
- Excellent planning, administration and time management skills
- The vision to enrich the pupils' learning by organising opportunities outside of the classroom
- The ability to work to deadlines
- First class written, oral and presentation skills
- Plenty of energy, stamina and motivation to get stuck in to all areas of school life
- Be an effective communicator with pupils, parents and colleagues alike
- Have a 'can do' attitude and a sense of fun



Benefits of working at Cothill House

- Great colleagues and engaging pupils
- Freedom to make the most of one's strengths
- Ongoing professional development
- Competitive salary dependent on experience
- Spacious, modern classrooms, well supported by IT
- Large and well-stocked school library and cafe
- Vibrant music and arts
- Excellent in-house catering
- Superb sports fields and golf course, indoor swimming pool, climbing wall with a new Sports Hall that has recently opened
- Extensive grounds and rural setting close to Oxford
- Staff accommodation may be available

Salary and Conditions of Employment

The school has its own salary scale, and your salary will be commensurate with your experience. It is possible that accommodation will be available for the successful candidate. Cothill House is committed to the safeguarding and welfare of the pupils in its care. All staff must adhere to the school's safeguarding policy. Offers are subject to references and 'Disclosure and Barring Services' enhanced checks. The school is fully committed to the principles of equal opportunity, diversity, and inclusion. Cothill House does not discriminate on the grounds of race or colour, nationality or national or ethnic origins, religion or belief, sex, sexual orientation, pregnancy or maternity, marital or civil partnership status, gender reassignment, age, and disability. Applications are welcome from a diverse range of backgrounds.

How to apply

Applicants are asked to complete a full application form and should also submit a cover letter which offers a personal insight into the skills and aspirations of the candidate. Applications should be sent to recruitment@cothillpst.org

