

**DOVER
COLLEGE**

Brief for the appointment of
Prep School Teacher

From November 2026/ January 2027

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Introduction

Thank you for your interest in this role. We hope that over the next few pages of this information pack you get a flavour of the College and the shared values our community is built on. We occupy a beautiful campus in the heart of Dover, with buildings dating back to the 12th Century. But there is nothing ancient in our approach to education.

As a school of around 230 pupils, we are able to nurture confidence, encourage inquisitiveness and celebrate individual success. It is our belief that as a parent, or a school, we can ask no more of our children than for them to achieve their best – in the classroom, in their personal development, on stage, in sports or in the varied activities they engage in daily. At Dover College, *personal bests* matter and these look different for each and every child.

We are looking for an exceptional person to take on the role of Prep school Teacher at Dover College.

This is a brilliant opportunity for the successful candidate to make a highly significant contribution to the learning wellbeing of our pupils.



We believe in four works that are deliberately simple. They are the promises we keep, day after day, child after child.

Tradition gives pupils roots: a sense of story, standards, and belonging. It helps young people hold steady when life is noisy, fast-moving, and sometimes superficial.

Inclusion gives pupils dignity: the conviction that they are known and valued, and that difference is welcomed. In a diverse society, inclusion is how a community stays healthy and just.

Community gives pupils strength: the assurance that they are not doing life alone.

Our size matters here; we are large enough to offer breadth and small enough for every pupil to be truly known.

Kindness gives pupils moral courage: not softness or lowered expectations, but a strong, disciplined habit of treating others well.

Put together, **TICK** describes our education: ambitious and human; warm and challenging; rooted and outward-looking

The right candidate will embody our aims and ethos and bring this in their teaching..



Background

Founded in 1871, Dover College is an independent co-educational school nestled in the historic setting of Dover, Kent.

The College occupies a unique campus on the site of a 12th-century Benedictine priory, giving it a rich architectural and cultural heritage.

From its inception, Dover College has been committed to providing a holistic education, balancing academic excellence with a focus on character development and personal growth.

Throughout its history, Dover College has embraced an inclusive approach, welcoming students from diverse backgrounds and nationalities. The school has maintained a strong sense of community and tradition while adapting to the evolving needs of education. In recent years, Dover College has expanded its focus on pastoral care, well-being, and innovative learning programs, including a dedicated emphasis on outdoor education and sustainability through its Forest School and other initiatives.

Today, Dover College is known for its supportive environment, dedication to student well-being, and commitment to fostering resilience and lifelong learning skills. The school's values of tradition, inclusion, community and kindness (TICK) continue to shape its identity, attracting students and families who appreciate a balanced approach to education in an inspiring historical setting.



Safeguarding

At Dover College, there is nothing more important to us than the physical and emotional health and well-being of our pupils and staff.

We have created a safe culture in which pupils, staff, parents and governors feel able to articulate concerns comfortably; safe in the knowledge that appropriate and effective action will be taken.

Our Safeguarding Policy and Child Protection Policy applies to all adults, including volunteers, working in or on behalf of our School, in term and out of term time. We expect everyone working in, or for, Dover College to share responsibility for keeping children and adults at risk safe from harm and abuse, and to report any concerns to you as our Designated Safeguarding Lead or one of your deputies.

We have robust procedures in place for visitors to the site and carry out full recruitment checks on any adult who spends time regularly with our pupils. We have created our recruitment and selection policy to ensure Safer Recruitment practices are carried out throughout the College and these are applicable to all staff.

Pupil welfare issues are addressed through the dedication of staff to the ethos of the College. The pupils are taught and regularly updated on how to stay safe, including on-line and with their peers, and the staff have termly safeguarding updates.

Our Safeguarding and Child Protection Policy can be accessed [here](#).



The Role

JOB PROFILE	
REPORTING TO: Deputy Head (Prep)	PURPOSE OF JOB: To contribute fully to the life of Dover College
KEY RESPONSIBILITIES	
General areas of responsibility: • To promote and safeguard the welfare of pupils at all times. • To comply with the School's Safeguarding and Child Protection policy and ensure that any concerns relating to the safety or welfare of children are reported to the Designated Safeguarding Lead. • To act professionally at all times, setting a good example to children through high standards of presentation and personal conduct whilst contributing positively to effective working relationships within the school. • To develop the social and communication skills of children and provide a safe and secure environment in which the child can learn. • To keep up to date with pastoral care policies of the School and remain sufficiently aware of any personal problems of individual pupils. • To act consistently, in a calm and supportive manner with colleagues. • To promote the highest possible standards of teaching and learning which meet internal and external quality standards so that as many children as possible can become successful independent learners. • To attend staff meetings, open days, briefings, assemblies, INSET days, parent consultations and other school events, as required. • To run after-school clubs. • To undertake other specific duties which may, from time to time, be reasonably requested by the Headmaster or Deputy Head (Prep School). • To carry out supervisory duties, including playground and lunch supervision, as directed by the Deputy Head (Prep School). • To cover for absent colleagues, when required, as organised by the Deputy Head (Prep School). • To meet all deadlines for the efficient running of the school (e.g. reports, planning etc.). • To maintain an orderly and purposeful atmosphere in the classroom and around the school and to check the attendance of pupils. • To ensure good management, sense of order and tidiness of the classroom so that the children may develop a sense of responsibility and pride in their classroom. • To ensure that all pupils adhere to the School rules. • To create an atmosphere of trust and co-operation between home and school by working and communicating with parents/carers.	

The Role

KEY RESPONSIBILITIES (CONTINUED)

Specific Responsibilities as a Class Teacher

- To teach core and other subjects.
- To set appropriate targets for children in line with the assessment policy.
- To provide weekly and medium term plans for all subjects taught. These should be in line with the school's Connected Curriculum. Plans should indicate the intended learning objectives and success criteria.
- To embed in you're planning the skills needed in order to fully enable children to develop their creative, critical and collaborative thinking skills and higher-order reasoning skills.
- To be familiar and up to date with the requirements of the National Curriculum.
- To keep informed of current curricular and syllabus changes by attending the necessary meetings, undertaking INSET courses and reading widely.
- To make adequate differentiated provision within the teaching plans for the full range of ability within every class in order to maximise the learning opportunities for each individual pupil.
- To ensure that pupils derive as much satisfaction as possible from the lessons and make the maximum progress possible.
- To maintain an overview of the welfare, academic achievement and behaviour of all pupils in your class, communicating with the Deputy Head (Prep School) or Prep 3-6 Academic Lead as appropriate, about any concerns.
- To ensure that the general standard and presentation of work is in accordance with expectations of the school.
- To follow the assessment and record keeping procedures in order to monitor pupil progress and attainment.
- To maintain good communicative relationships with parents and keep and distribute records of any meetings and conversations.
- To provide termly reports in accordance with the reporting schedule.
- To provide feedback at a termly Parents' Evening.
- To set homework according to the timetable and in such a way that it is helpful to the pupil.
- To mark children's work promptly and thoroughly.
- To use all learning resources effectively (including ICT).
- To take the daily register at the start of the morning and afternoon sessions.
- To take class assemblies, as scheduled.

General

- Adhere to and ensure compliance with the School's Child Protection Policy 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 risk(s) to the safety or welfare of children in the School, these concerns must be reported to the School's Designated Safeguarding Lead or the Head,
- Ensure the provision of a safe and secure working environment, in keeping with legal requirements,
- Comply with the whole School and departmental Health and Safety policies, procedures and risk assessments,
- Actively contribute to the continuous improvement process and the ongoing development of a quality culture, for example, changing behaviour and identifying and implementing improvements to processes and activities and encourage others to do the same.
- To provide cover within the admissions and marketing office for periods of annual leave and/or absence.

The Person

We are seeking an enthusiastic, inspiring and dedicated Prep School Teacher to join our talented and supportive teaching team. This is an exciting opportunity for an exceptional educator to play a key role in nurturing our pupils' academic progress, confidence and character within our ambitious and caring school community.

We are looking for someone who is excited by the opportunity to inspire young minds, create engaging learning experiences and build positive relationships with pupils. You will be supported by an experienced and collegiate team, with excellent opportunities for professional development and mentoring as you grow in confidence and expertise.

The ideal candidate will be passionate about teaching, committed to high standards and excited to contribute to the wider life of our school. In return, we offer a supportive and collegiate environment, excellent opportunities for professional development and the opportunity to make a genuine difference to the lives of our pupils.

If you are an ambitious and inspirational teacher looking for your next opportunity, we would be delighted to hear from you.

PERSON SPECIFICATION	
ESSENTIAL	ESSENTIAL (continued)
• A commitment to promoting and safeguarding the welfare of children • A teaching qualification (e.g. PGCE, BEd) • The ability to form effective relationships with pupils, peers, colleagues and parents • Ability to create a stimulating, inclusive and well-organised learning environment • Ability to differentiate effectively and respond to individual learning needs.. • Strong classroom management and positive behaviour management skills • A genuine enthusiasm for working with children and nurturing their academic, social and emotional development • A warm, Caring and child-centred approach • Willingness to contribute fully to the wider life of an independent school • Professionalism, integrity, enthusiasm and a positive attitude • Ability to work collaboratively as part of a supportive and collegiate team	• Experience across more than one year group within the primary/prep age range • An interest or expertise in a particular subject area that could enrich the wider curriculum • An understanding of the opportunities and expectations offered by an independent school education • Experience of contributing to curriculum development or wider school initiatives • Experience of coaching or supporting sport, music, drama, art, outdoor learning or other enrichment activities • A willingness to participate in school events and activities beyond the classroom

How to Apply

The closing date for applications is **20th September 2026**. The first round of interviews will take place on **28th September 2026**.

To apply, please complete an application form along with a covering letter which sets out your interest in the role and encapsulates the aspects of your experience relevant to the required criteria.

Please include the name and contact details of two referees. Referees will normally be approached before the interview.

All candidates are requested to complete an Equal Opportunities Monitoring Form. This can be found at the end of the application process. Any information collected from the Equal Opportunities Monitoring Form will not be used as part of the selection process and will be treated as strictly confidential.

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your CV/application documentation will be understood by us as your expressed consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.



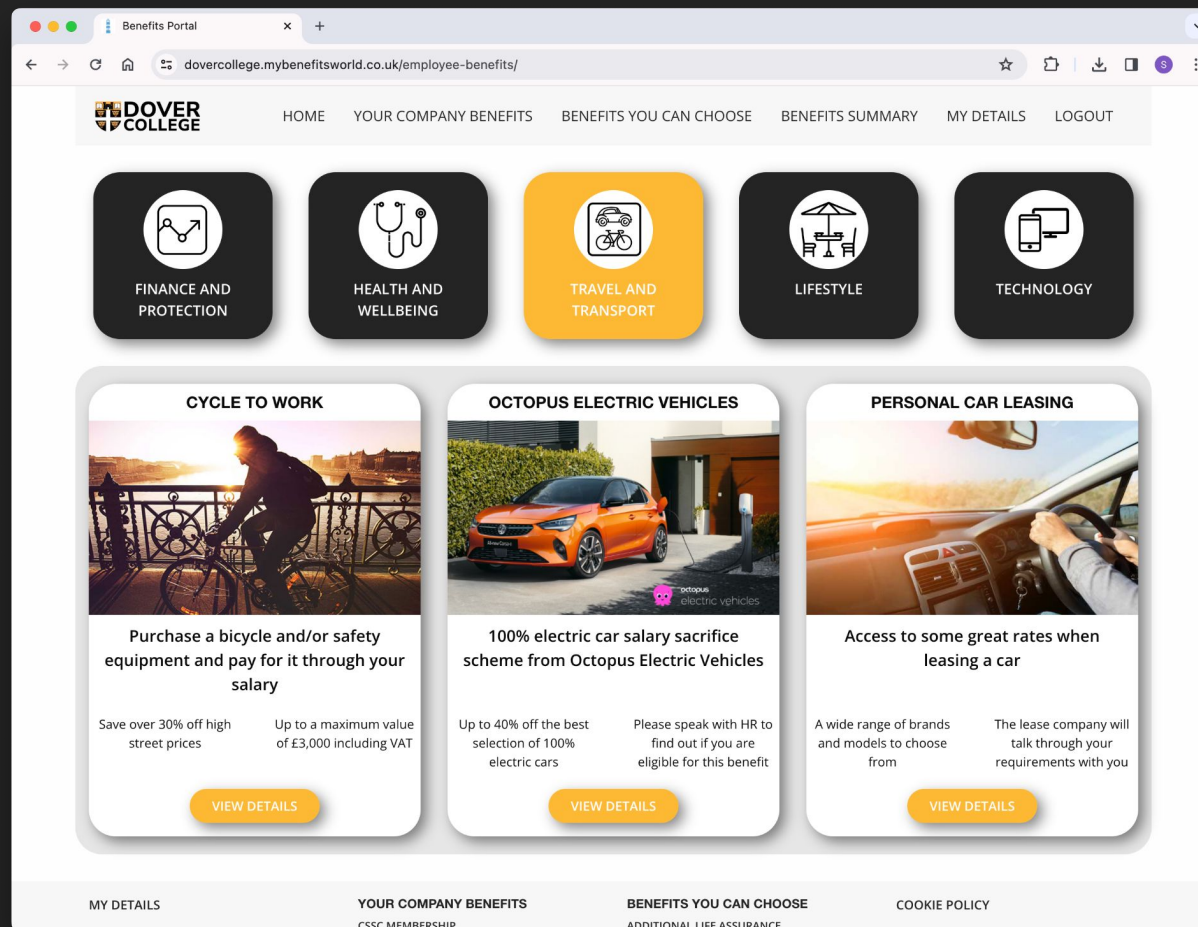
Benefits

Dover College, in partnership with the Employee Benefits Collective and COGS, provide employees with access to a company benefits portal.

The platform not only details the core benefits Dover College provides, but also allows employees to purchase popular voluntary employee benefits, including:

- Electric Vehicle Leasing
- Additional Life Assurance
- Spouse or Partner Life Assurance
- Critical Illness
- CSSC Card (inc English Heritage Membership)
- Cycle Scheme
- Health Cash Plan
- Will Writing
- Technology
- Phones
- Wearables
- Yorktest Well Being Tests
- Kids Pass
- Gourmet Society Membership

The school has in place a salary sacrifice scheme for both pension contributions and the purchasing of electric cars, with free parking on site.







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