



Information Pack  
Applicants starting September 2017

The School and Terms of Service

C H A R T E R H O U S E

# Contents

---

<b>3</b>	<b>The School</b>
<b>6</b>	<b>Terms of Service</b>
<b>7</b>	<b>Benefits of Service</b>
<b>9</b>	<b>Selection Process for Candidates</b>



## The School

---

Charterhouse is a beautiful school and a wonderful place in which to live and work. It was founded in 1611 and moved to its present magnificent 250 acre site near Godalming in Surrey in 1872. Few schools can offer such a splendid backdrop for teaching and learning, and the school community is very strong, with excellent relationships between pupils and staff.

The School has over 800 pupils aged between 13 and 18, all of whom are boarders, except for about 40 'day boarders'. Charterhouse enjoys an enviable record of academic and all-round achievement, supported by outstanding creative arts and sporting facilities. All staff are expected to play a full part in the academic, extra-curricular and pastoral life of the School.

We accept boys at 13+, have welcomed girls at 16+ for forty years, and there are currently over 150 girls out of a total of 430 sixth formers. The curriculum follows the normal path to (I)GCSEs in Year 11, followed by a choice of CIE Pre-U courses or the IB Diploma Programme thereafter. We have high expectations of both pupils and teachers and aim to stretch and challenge all our pupils, in many cases well beyond the demands of the syllabus. The university destinations of our leavers reflect both their abilities and the quality of the education we provide.

### ***Houses and Halls of Residence***

Pupils are divided amongst eleven 13-18 boarding Houses and a sixth form House, Fletcherites. The original three, Saunderites, Verites and Gownboys, together with one other, Girdlestoneites, are grouped at the centre of the School and are collectively known as the 'Old' Houses. The other seven Houses (Lockites, Weekites, Hodgsonites, Daviesites, Bodeites, Pageites and Robinites) were re-sited in the 1970s and are still referred to as the 'New' Houses. Fletcherites opened in September 2010 and accommodates both boarding boys and girls. The rest of the girls have studies in the boarding houses while their overnight accommodation is in one of four Halls of Residence (Chetwynd Hall, Stainers, Northridge and Longmeadow), offering bed and breakfast facilities.

### ***Boarding Principles***

The aims of the School are supported by a boarding environment guided by the School's founding ethos of charity, principally expressed through courtesy, empathy, giving, kindness, self-regulation and tolerance. We encourage Carthusians to use their talents and energies to engage with the world: in their relationships with one another and the wider community; through Chapel worship; through the broad curriculum; and through their daily experience in house and school. We welcome the diverse backgrounds and experiences that members of the community bring to Charterhouse.

The boarding house is home to pupils for long periods of their lives which makes it particularly important to provide a safe, secure and happy environment where each individual's needs are met, their abilities and strengths are identified, and where they are given the support and space in which to flourish.

Members of staff attached to each House share responsibility for looking out for the interests of every boy and girl in the House, some through tutorial duties and others through undertaking duty nights. Tutors take a particular interest in the academic performance of their charges; they encourage intellectual curiosity and a positive work ethic.

In a boarding community every individual bears a responsibility to set a positive example and provide guidance to others. We encourage older pupils to embrace opportunities to support younger pupils and to provide a voice for those who may feel unable to speak up. We encourage all pupils to recognise that leadership is a form of service to the community, is the duty of everyone, and is about more than holding a title.



We are looking for applicants with the enthusiasm and energy to make a significant and lasting contribution to the further development of the School, helping it to build on its many strengths and to consolidate its position at the forefront of independent education.

### ***Brooke Hall***

The teaching staff is known collectively as Brooke Hall, which is also the name of the building in which the Common Room is housed. Comprising some 110 academic colleagues and 18 senior support staff, Brooke Hall is a friendly, welcoming and intellectually stimulating community, keen to share its hospitality and knowledge with colleagues. Staff meet regularly during the working week, often over morning coffee or afternoon tea, and they also use the building for extended working space.

### ***Home and School***

There are three terms, known as Quarters, in the School year: Oration Quarter (OQ), Long Quarter (LQ) and Cricket Quarter (CQ). Mid-term Exeats are two weeks in the OQ and one week in LQ and CQ. In



addition there are two Leave Weekends in the OQ and one each in LQ and CQ when the School closes and all pupils go home or to their guardians. There are lessons on Saturday mornings and a programme of weekend activities and sporting fixtures. In addition, all the main School facilities such as Studio (Art), Technical Centre (DT), Computer Room and the Sports Centre are open as usual at the weekend.



### ***Further information***

School Website: [www.charterhouse.org.uk](http://www.charterhouse.org.uk)

Most recent Independent Schools' Inspection Report: [www.charterhouse.org.uk/ISI-Inspection-2011](http://www.charterhouse.org.uk/ISI-Inspection-2011)

Boarding Inspection Reports: [www.charterhouse.org.uk/BoardingInspectionReports](http://www.charterhouse.org.uk/BoardingInspectionReports)

## Terms of Service

---

### ***Remuneration***

Charterhouse has its own generous salary scale. The person appointed will be offered a position on it appropriate to qualifications and experience. Where school accommodation is provided, the salary is adjusted accordingly. Salary is paid in equal monthly instalments in arrears, normally on the last Friday of each month. The scale on which an academic member of Brooke Hall is placed will depend on the accommodation he/she occupies for but the purposes of the Teachers' Pension Scheme the un-accommodated rate salary applies. A teacher's starting salary on the scale will be determined normally by the length of his/her teaching experience. A one-year course leading to a teaching qualification will be regarded normally as one year of teaching experience. Teachers normally proceed up the Scale by annual incremental progression each September. However, the Headmaster may impose a bar on further progression five years after completion of probationary service if the teacher's performance is inadequate. The lifting of this bar will be based on assessment of performance.

### ***Working Hours***

During school terms ('Quarters') teachers work all school hours while the School is in session and at any other time (including during school holidays, at weekends and before and after the School's normal starting and finishing times) as may be necessary in the reasonable opinion of the Headmaster for the proper performance of the duties.

### ***Holiday***

Teachers are entitled to the statutory holiday entitlement under the Working Time Regulations 1998 which is to be taken during the school holidays. In addition, and subject always to the post-holder's duties and responsibilities, a teacher will not normally be required to work during normal school holidays. Public holidays occurring when the School is in session are working days.



## Benefits of Service

---

*The School has high expectations of its staff, and looks to reward them accordingly with beneficial conditions of service. Subject to any eligibility rules in place at the time, as a member of Brooke Hall, a teacher will be entitled to the following, in addition to salary and any special responsibility allowances that may be in place at the time:*

### **Professional Development**

There is an extensive induction programme for all new colleagues and on-going professional development is encouraged. There is also plenty of opportunity to take on additional responsibility.

### **Pension**

Service with the School is pensionable under the Teachers' Pension Scheme, to which the individual and the School shall both make the appropriate contributions based on pensionable salary. A contracting out certificate is in force in respect of employment. If the individual chooses to opt out of the Teachers' Pension Scheme, they are required to notify the School. The member of Brooke Hall's contribution will be calculated on his/her non-resident tuition salary. Contributions by the Governing Body towards a member of Brooke Hall's pension will be made only to the Teachers' Pension Scheme and not to any other Scheme.

### **Accommodation**

Where necessary, a teacher will have assigned to him/her appropriate unfurnished accommodation, either in the School or as near to it as possible. Occupation of School accommodation shall be on the terms set out in a Licence to Occupy, which the post holder will be required to sign. Staff accommodated in school property do so for the individual, better performance of their duties. This being so, they are expected to be wholly committed to the boarding ethos of the School and, in addition to specific House duties, to be on call whenever they are in residence. On first appointment, a new member will be given whatever accommodation is available at the time but there will be opportunities to move to other School accommodation as and when vacated. It is often not possible to make decisions about accommodation for occupation in September until about June.

### **Private Medical Insurance**

The School shall provide the teacher with private medical insurance as the School may decide from time to time and subject to the terms and conditions applicable to any such insurance.

### ***School Fees Remission***

Fee concessions are granted at the absolute discretion of the Governing Body and are subject to amendment or withdrawal.

### ***Removal Expenses on First Appointment***

A teacher may claim reimbursement up to an approved maximum (for 2017/18 this is £2,000) in respect of validated expenses incurred when moving to Godalming to take up the appointment at Charterhouse.

### ***Personal Accident Insurance***

On commencing employment a teacher will be insured by the Governing Body for compensation in the event of an accident or injury resulting in permanent physical disability or death.

### ***Life Insurance***

Through the TPS, the role receives 3 x death in service death grant. The School provides a further 1 x life insurance cover through its own policy.

### ***Cycle to Work Scheme***

This is offered to all permanent staff with expected employment exceeding 1 year (salary sacrifice scheme).

### ***Childcare Vouchers***

This is offered to eligible staff (salary sacrifice scheme).

### ***Wellbeing - Employee Assistance Programme ('EAP')***

Life presents many challenges which often impact upon an individual's ability to lead a balanced and productive life, both at home and at work. In the workplace, there are many people to whom you can turn for support, help and guidance – including your head of department, the School chaplain, the internal senior counsellor, the Human Resources team, your mentor – but sometimes you may want to talk outside of work. The School provides you with access to an EAP service, through a company called Optum, which offers confidential, independent help and information.



## Selection Process for Candidates

---

Applicants for teaching roles within the School will normally follow a process involving:

- Interview with the Headmaster and Second Master
- Interview with the Deputy Headmaster (Academic) and the Head of Department or other senior academic
- Tour of the School with a pupil or member of the subject department
- An opportunity to meet teaching staff in Brooke Hall
- Teach up to 2 observed lessons, and
- Lunch in a boarding house with pupils.

### ***Expenses***

Reasonable expenses will be met for those coming to interview. Candidates will be given a claim form and this should be returned to the Director of Human Resources who will make the necessary arrangements for reimbursement.

**Applications should be emailed by the closing date stated in the Job Description to:**

**[headmaster\\_hr@charterhouse.org.uk](mailto:headmaster_hr@charterhouse.org.uk)**



CHARTERHOUSE  
GODALMING  
SURREY  
GU7 2DX

+44 (0)1483 291500

[headmaster\\_hr@charterhouse.org.uk](mailto:headmaster_hr@charterhouse.org.uk)

[www.charterhouse.org.uk](http://www.charterhouse.org.uk)

Registered Charity No 312054