



# *Staff Recruitment Information*



DOVER COURT INTERNATIONAL SCHOOL  
SINGAPORE  
A NORD ANGLIA EDUCATION SCHOOL

# Welcome to DCIS

Dear Applicant,

May I firstly thank you for your interest in Dover Court International School, Singapore. As a prospective teacher for I want you to gain a flavour of the school, know what makes us special and feel what it is like to be part of our community.

We are proud to offer a British style education to the international community of Singapore. The British education system and its qualifications are recognised, valued and respected around the world and is a thorough preparation for students to progress to colleges and universities of their choice in any country. We run the EYFS framework in our Nursery and Reception classes. At Key Stages 1 - 3, we run an adapted British National Curriculum, augmented by the International Primary Curriculum (IPC) in KS1 and KS2. At Key Stage 4, we offer a full suite of iGCSE options as well as a range of vocational qualifications. At Key Stage 5, we run the IB Diploma Programme.

We believe our campus offers a high level of facilities which are well resourced and staffed, we have dedicated, skilled and committed teachers, who ensure the education on offer is amongst the very best available anywhere in the world. Our teaching teams are strong and innovative and are constantly revisiting ways of bringing the curriculum to life. Often this is implemented using the most modern technology. Our classrooms remain ordered and disciplined and we place great value on the trusting relationships between students and their teachers. The students themselves are a delight to teach – they are motivated, hard-working and persevere when faced with a challenge.

We consider our teachers to be the most valuable in the school. It is important for the continued improvement of the school that we recruit and retain good teachers, who in return enjoy their teaching and learning experience and benefit professionally from their time with us. We strive to ensure that relationships are based on mutual respect, trust and understanding and one where colleagues feel their contributions to the school are valued, their needs are recognised and their participation makes a difference to them personally and to the organisation as a whole. To achieve this desired outcome, the school has a well-planned induction programme, a varied and interesting programme of continued professional development opportunities and a supportive system of performance management.

## The School

Dover Court International School was founded in 1972 as Dover Court Preparatory School. It was acquired by Nord Anglia Education in 2014 and now runs from Nursery to Year 13. The International Baccalaureate Diploma Programme was introduced in August 2017. The school is located in the west of Singapore, near many of the other well know international schools on the island. There are currently about 1,500 students. This number is growing rapidly as the secondary school becomes more established in Singapore. Class sizes are rarely over 22. The pupils are very well motivated and discipline is rarely an issue.

For more information about DCIS please visit [www.dovercourt.edu.sg](http://www.dovercourt.edu.sg)

Underpinning all that we do as a leading educational establishment is the belief that all children can be successful at school and they should be encouraged to make the most of their talents. Success can be achieved in a variety of ways. Academic success is valued highly, but it is also our belief that the all-round development of each child is just as important. Through an extensive extra-curricular programme and the ambitious overseas residential trips provision, the school provides an array of opportunities for each child to succeed and then recognises, praises and celebrates these achievements. This makes the children feel good about themselves and to have a more positive and confident attitude generally. We want our students to feel proud of themselves and of the school.

At DCIS we expect a lot from our students as we encourage them to develop into adaptable, responsible and accomplished individuals. Our students are confidently and independently prepared for life as global citizens in a global workplace. The traditional virtues of good manners, politeness and tolerance, for us translated into multi-cultural contexts, still count for so much in life and are constantly reinforced to the students.

We are reasonably unique for an international school in that 10% of our school population are supported by our integrated SEN provision. This is a very important part of the school and enriches our educational experience both for mainstream students and teachers and those taught within the supported Pathways.

May I conclude by thanking you for your interest in our teacher vacancy. If you are successful I am sure you will find the post professionally stimulating and very rewarding. Good luck!



A handwritten signature in black ink, which appears to read 'Chris Short'. The signature is written in a cursive, slightly stylized font.

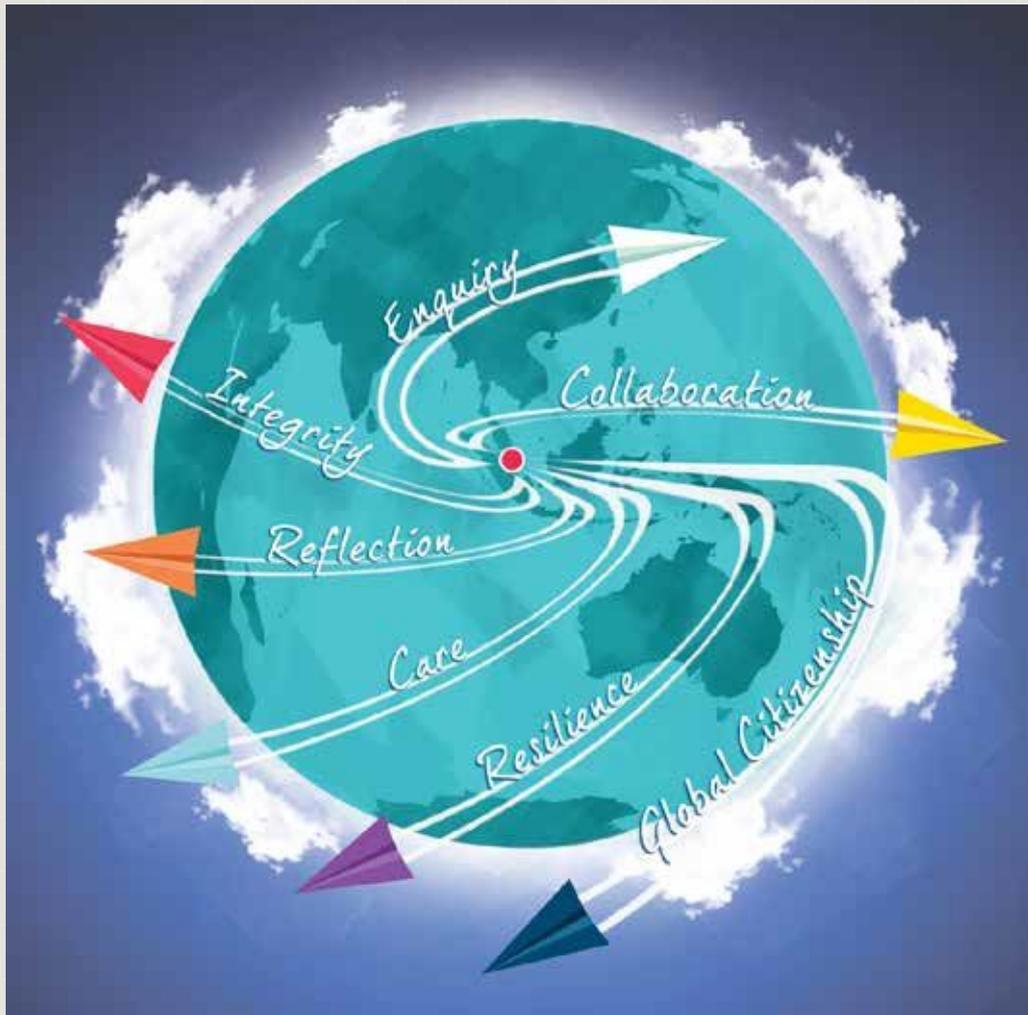
Christopher Short  
DCIS Principal



## Mission

Dover Court International School is an inclusive and diverse school *community* in Singapore. We are committed to delivering the highest quality teaching and learning, that meets the needs of all of our students. Complementing academic challenge, we celebrate diversity and promote social responsibility; ensuring all children grow in confidence and feel a sense of achievement. Our priority is to provide a safe, nurturing and supportive environment, to allow students and staff the opportunity to reach their full potential. We encourage everyone to develop the key characteristics of our Vision.

## Vision





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Dover Court International School (Pte) Ltd  
 is registered with the Committee for Private Education  
 CPE Registration No: 197100313E  
 Registration Period: 05/07/2015 to 04/07/2019  
 The Committee for Private Education (CPE)  
 is part of SkillsFuture Singapore (SSG)

## Management and Leadership

The School Management Board (SMB) has responsibility for determining the strategic direction of the whole school. It is composed of the NAE Regional Managing Director, Principal, Heads of School and senior administration leaders. It meets once a term.

The Principal has overall responsibility for all educational issues and for coordinating Primary and Secondary, to ensure consistency and continuity on all school issues. The Senior Leadership Team comprises of the Heads and Deputies of Secondary and Primary and meets every two weeks with the Principal. The team meet separately in each school weekly.

The Head of Primary and Secondary are members of the Executive Leadership Team which is comprised of the senior administration leaders, Heads of School and the Principal. They meet every week to ensure coordination throughout the school.

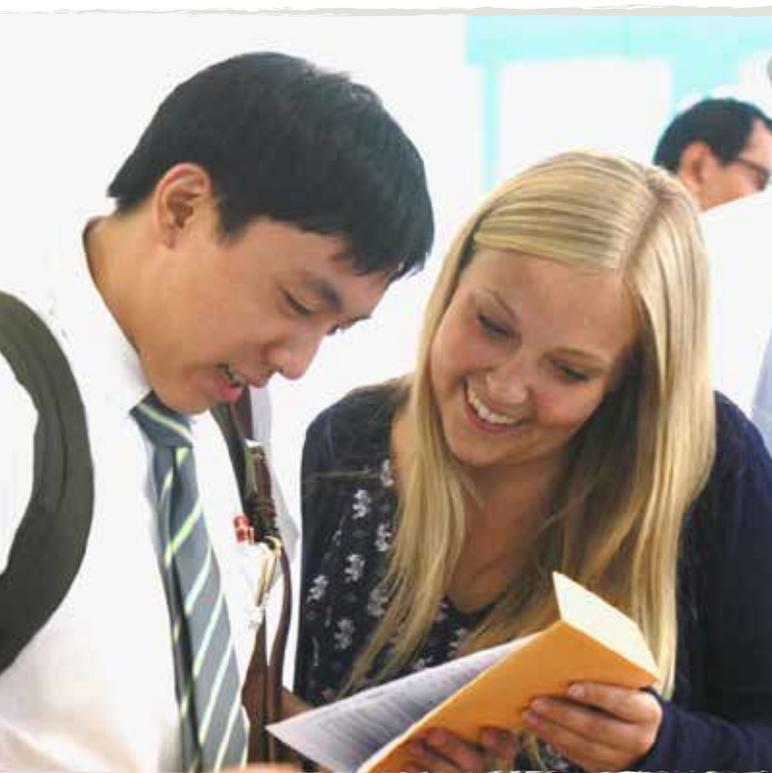
The day-to-day running of each school is the responsibility of the respective Head of School. The secondary school currently has a Deputy Head and it also has a range of Middle Leaders who have responsibility for the detail of all curriculum programmes and activities involving staff, students and parents. The primary school has two Deputies – one covering lower primary and the other upper primary. There is a third Deputy Head based in the Primary Office, with responsibility for our SEN provision and Challenge Agenda across the whole school. The primary school has a range of middle leaders with specific responsibilities across the school.



*Kara Lebihan (Head of Primary), Christopher Short (Principal),  
Craig Bull (Head of Secondary)*

## Curriculum

Dover Court International School operates within the framework of the National Curriculum for England, providing a broad, balanced and relevant learning experience designed to meet the wide-ranging needs of its students. The International Primary Curriculum (IPC) is used to place the primary curriculum into an international context. The secondary school prepares the majority of students for iGCSE examinations, IB Diploma Programme and entry to universities around the world. Students following our Pathway 3 and 4 provisions take qualifications through ASDAN and AQA access courses and functional skills certificates. The secondary school is currently using EDEXCEL for its iGCSE courses.





## Facilities

The campus has good facilities. Specialist facilities include: two libraries, music suites, computer suites, a 25m swimming pool, an auditorium, science laboratories, drama studio, dance studio, music technology suite, art suite and design technology facilities and extensive outdoor sporting facilities. We are unusual in Singapore in having a large grass area for play. A new Secondary Block is currently under construction and will open in August 2019.

## Staffing

There are currently 125 full time teachers, the vast majority of whom are British qualified and trained with recent UK experience. We have our own educational psychologist and counsellor as well as a physiotherapist, occupational therapist and speech and language therapists. Lower Primary classes have a specific class TA while upper primary and secondary have access to shared TAs.



## Accreditation and Recognition

The school is registered by the Committee for Private Education in Singapore. It is a member of the Council of International Schools and is currently undergoing preparation for their accreditation process. It is a registered centre for both EDEXCEL and AQA and is also an IB World School, authorised to deliver the IB Diploma Programme. The school is a member of FOBISIA (The Federation of British International Schools in Asia).

## Examination Results

DCIS is a fully inclusive school and we are very proud of its results at all levels. Mainstream results in iGCSE far exceed UK averages for both A\* - C and A\*/A. Our Year 13 students sit the IBDP exams for the first time in May 2019.

# Living in Singapore

A booklet on Living in Singapore is available on request and will be sent to successful candidates. Singapore is well known for its cosmopolitan lifestyle and its position as a regional hub for easy travel to other parts of Asia. The Economist magazine consistently ranks Singapore as the most expensive city in the World, but this is primarily because of the price of cars (most staff rely on public transport or taxis which are very reasonable) and accommodation (which is negated by the housing allowance paid). Everyday living is comparable with other large cities.

## What can you expect from us?

- To be treated fairly and with respect
- A safe, attractive and friendly working environment
- A generous level of resources and materials
- Fantastic children
- Reasonable workload
- Opportunities for continued professional development
- Collegial support
- A good standard of living within Singapore

## What makes our lessons special?

- Dedicated, skilled and committed teachers
- All teachers are fully qualified and British curriculum experienced
- Excellent class facilities and resources
- Availability of modern technology
- Innovative learning ideas
- Stimulating learning environments
- Each child is developed as an independent learner
- Ordered and disciplined classrooms
- Trusting and caring relationships
- High levels of enjoyment
- Quality homework set on a regular basis
- Thorough planning and preparation
- Differentiated activities/groupings.

## What makes the school special?

- A British education is respected world-wide
- Inclusive with 4 distinct education pathways
- Academically successful - proven examination success at iGCSE
- High standards of behaviour
- High levels of parent satisfaction
- Individual successes are recognised, rewarded and celebrated
- A wide range of extra-curricular activities
- The all-round development of each child as a global citizen
- Students develop as life-long learners
- Traditional virtues and good manners are reinforced
- Children feel proud of themselves and the school
- An international mix of students from more than 60 countries
- Pathways 3 and 4 students are integrated where possible teaching mutual respect and a celebration of activity.





## International Teaching

If you haven't taught overseas before you might like to consider whether you are the sort of person who is able to easily adapt to teaching in another country. Consider how you would respond to the following general advice:

- Learn as much as possible about the host country in advance so that you have realistic expectations
- Anticipate a challenging adjustment period of at least three months before making a decision about the move and whether you like it or not
- Do not expect to be able to replicate your current lifestyle. Look for what is there, not for what isn't
- Always try to understand the host country perspective. It will be different!
- Develop a tolerance for ambiguity and frustration by being flexible and open towards the new culture
- Do not expect of the new culture the same sense of urgency or availability of conveniences
- In all things, be flexible
- Look for ways to strengthen and maintain your enthusiasm
- Maintain a sense of humour, but most importantly be ready to laugh at yourself

## Experience and Qualifications Sought

Essential (see Job Description for further details)

- A university degree and a teaching qualification
- A minimum of 2 years teaching experience in an English National Curriculum school
- A proven track record of good or outstanding teaching

Desirable

- Previous international experience
- Knowledge of iSAMS
- Experience of the IB Diploma Programme (Secondary) or IPC (Primary)

## Safeguarding Statement

All candidates must:

- Hold a current Enhanced Criminal Records Bureau Disclosure for the UK (and/or equivalent for countries lived in outside of the UK) for the last 10 years
- Comply with visa requirements for working in Singapore.
- Demonstrate a commitment to safeguarding and promoting the welfare of all pupils and the willingness to undertake appropriate child protection training when required.

## The Application Process

The contract is initially for 2 years and the start date will be Wednesday 7th August 2019.

Interviews will take place in January at the Nord Anglia Education recruitment event (OTOS) or by Skype.

Further Information about the school can be obtained from our website [www.dovercourt.edu.sg](http://www.dovercourt.edu.sg)

# Package Information

See Salary Policy for further details - some benefits are only available to teachers recruited from outside of Singapore.

## Salary

The salary is dependent upon prior experience and each teacher is placed on a 15 point scale; they move up the scale 1 point each year. It is paid gross (ie without tax deductions – see below) monthly in Singapore dollars.

## Arrival Freight and Settling In Allowance

Teachers are paid S\$1,500 when they first arrive, to cover freight and other initial settling in costs.

## Flights

A flight to Singapore is available at the start of the first contract and a flight to the teacher's home country at the end of your last contract for the teacher and agreed dependants. Please see the flight policy for further details.

## Housing Allowance

Teachers are initially housed in a hotel for 2 ½ weeks. They are then given a housing allowance of S\$2,500 per month; this starts after the period in the hotel (Saturday 24 August for 2019). This is paid along with the salary. A cash advance of 3 months rent is available to help with the cost of deposits and other costs associated with renting in Singapore. This is recouped from the first full 3 months salary.

## School Places

Up to two free school places are available for agreed dependents. This includes the tuition fee and building fee but other costs (uniform, buses, exam fees, expeditions etc.) must be paid by the teacher.

## Medical Insurance

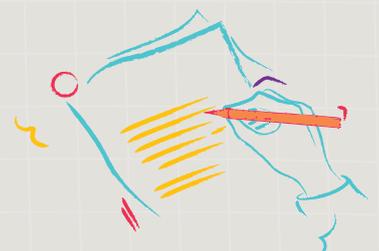
Medical Insurance will be provided for the Teacher and agreed dependants.

## Departing Freight Allowance and Terminal payment (gratuity)

Teachers will be given a S\$2,000 payment when they leave DCIS at the end of their final contract. This will be paid along with their final salary. They are also paid a terminal payment when they finally leave the school. This is equivalent to S\$1,000 for each year of service. This is also paid along with the final salary.

## Singapore Income Tax

Singapore Personal Income Tax is the responsibility of the teacher and is payable on all salaries, allowances and benefits (including free school places). Tax is low compared to the UK. More information is available at: [www.iras.gov.sg](http://www.iras.gov.sg).







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