

**DOVER
COLLEGE**

Candidate brief for the appointment of

Head

From September 2025 or January 2026

Contents

Welcome from the Chair of Governors	3
About Dover College	4
Dover - The Town	6
Safeguarding	6
About the Role/Person Specification	7-8
Additional Information/How to Apply	9
The Head's House	10
Benefits	11



Welcome from the Chair of Governors

Thank you for your interest in Dover College. The Governors are seeking to appoint a dynamic, inspirational Head to lead the College into the 2030s.

We are looking for a candidate with a track record of successful school leadership in a similar setting. The field is also open to those who are interested to step up to Head having, for example, been an established deputy head elsewhere.

The successful candidate will be an experienced educationalist with a passion for learning and pupil development. They will also be required to demonstrate a capacity for strategic thinking in a modern environment and good business acumen. As a key member of the school community, the Head is required to be an excellent communicator and have the highest levels of personal integrity and appropriate gravitas.

The Head is expected to demonstrate a strong commitment to the traditions and ethos of the College, including the school's Christian foundation. The successful candidate will be expected to lead with positivity, respect, and transparency.

The Governing Body has ambitious plans for the future, as signalled in the current Strategic Plan which runs to the end of 2027. The College is in the process of building a new Performing Arts Centre, to ensure that pupils have the opportunity to develop important life skills such as good communication, collaboration, and creativity. This new facility is due to open in September 2025.

Significant investment has been made in the College in recent years, including refurbishment of boarding, the Sports Hall and astroturf, a 1:1 iPad programme, and the replacement of boilers across the site.

The role will ideally commence in September 2025, however this can be flexible to ensure the appointment of the successful candidate.

We look forward to hearing from you.



Dr Claire Scholfield-Myers
Chair of Governors



About Dover College

Dover College is a thriving co-educational day and boarding school in Kent, educating over 300 pupils, a third of whom are boarders. Proudly non-selective, the atmosphere at Dover College is warm, inclusive and caring. A school which works for the most able as well as those required learning support, Dover College focuses on getting the personal best from each and every pupil. The community is vibrant and inclusive, with pupils drawn from other 20 countries around the world and where small class sizes result in a bespoke learning experience.

Dover College was founded in 1871 and it occupies the beautiful grounds of the Priory of St Martin, with buildings dating back to the 1130s. The College is in an idyllic setting, with a view of Dover's splendid castle and just a couple of minutes' walk from the train station. At the centre of the College is the grass-covered Close, a large and informal quadrangle surrounded by 12th century buildings. The Refectory is one of the oldest buildings in the country still used for its original purpose and it is believed the Bayeux Tapestry was made to be hung in there.

In 1925 Dover College was granted a Royal Charter and the patron of the College is the Lord Warden of the Cinque Ports. Today, the College is a member of the Society of Heads, Boarding Schools' Association (BSA), and Round Square.



Dover – The Town

Dover, often referred to as the Gateway to England, is a historic and picturesque town on the southeast coast of Kent. Famous for its iconic White Cliffs, Dover offers breathtaking coastal views and a rich history dating back to Roman times. The town is home to Dover Castle, one of the most impressive and well-preserved castles in the country, which played a crucial role in England's defense for centuries. With its beautiful countryside, stunning coastline, and excellent transport links — including direct trains to London (just over one-hour on the high-speed service) and easy access to Europe via the Port of Dover and nearby Eurotunnel — it's a fantastic place for those who appreciate both history and modern convenience.

Beyond Dover, the county of Kent is renowned for its charming villages, award-winning beaches, and Areas of Outstanding Natural Beauty. Often called the “Garden of England,” Kent is filled with orchards, vineyards, and stunning landscapes perfect for outdoor activities. The county boasts a thriving cultural scene, and a strong sense of community. Whether you're drawn to the coastal towns, historic cities, or the rolling countryside, Kent offers a high quality of life with something for everyone.

Folkestone, Deal, Sandwich, and Canterbury are all within 25 minutes by car, offering a perfect balance of coastal charm, rich history, and modern convenience. Folkestone has undergone an exciting transformation, with the vibrant Creative Quarter and stunning coastal parks. Deal is a picturesque seaside town with a thriving independent high street, a beautiful beach, and a relaxed atmosphere. Sandwich, one of the best-preserved medieval towns in England, is steeped in history, with charming streets, great restaurants, and world-famous golf courses. Finally, Canterbury — a UNESCO World Heritage city — offers a bustling city centre with shops and cafes, and the world-famous Canterbury Cathedral, all while maintaining a welcoming community feel. Together, these towns provide a fantastic quality of life, with stunning landscapes, excellent transport links, and a strong sense of heritage and culture.

In February 2025, *The Telegraph* judged Kent to be the best Home County for quality of life:

“Kent is more than just the Garden of England (though its orchards, arboretums, ancient woodlands and formal gardens are hard to beat). It has history in spades, with the country's oldest cathedral in Rochester, and its most famous in Canterbury, plus Kent has a castle for every 30 square miles. Its beaches are some of the prettiest in England and the county's vineyards and Kentish hops don't hurt its appeal either. For me though, it's the pockets of culture in Margate, Folkestone and Faversham that puts Kent ahead of the rest. The Home Counties could be accused of being a little beige, but not in these bright creative hubs where people can still afford (for now) to 'do' art. From Dickens and T.S Eliot, to Turner, Derek Jarman and Tracey Emin, artists seem somehow always drawn (or drawn back) to Kent.”



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 our Designated Safeguarding Lead or one of her 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](#).



About the Role

We are seeking an inspiring leader who embodies the values of Dover College to play the central role in leading the strategic future direction of the school. We are looking for the incoming Head to build on the College's firm foundations and address current sector challenges in this historic setting with energy, flair, and imagination. The person appointed will be expected to lead, manage, and develop all aspects of school life efficiently, effectively, and successfully.

PERSON SPECIFICATION

The successful candidate:

- Will be a strategic and innovative leader who can develop and then deliver a coherent strategic vision for the College, driving it forward with a clear educational philosophy and a strong moral and spiritual purpose.
- Will have an inspirational impact on staff, pupils, parents, governors, and the wider community, motivating the school collaboratively to face challenges with optimism and a 'can-do' mentality.
- Will be committed to organisational learning, developing an active learning community throughout the whole school, including staff as well as pupils.
- Will be an agent of change where it is needed, not giving soft answers to hard questions but analysing and implementing any necessary structural change with sensitivity and tact.
- Will be a capacity-builder and lateral thinker capable of creating 'more with less', imaginatively drawing the best from the school's resources.
- Will have a demonstrable alignment with the Christian ethos of the school.

Key Responsibilities:

- Work with the Governing Body to implement the Strategic Plan, formulating overall aims and objectives and providing the necessary leadership to achieve them.
- Propose imaginative approaches for a changing context, increasing market share in a challenging competitive environment and ensuring the culture of the school is responsive to the changing aspirations of the community it serves.
- Develop an active learning community, staff and pupils, which is excited about the experience of learning and enthusiastic about continuous professional development.
- Provide clear and effective performance management for the school.
- Provide clear direction on the commercialisation of school assets to support reinvestment and development of the school estate.
- Be the public face in the different constituencies that make up the school community, communicating the school's ethos and values and securing the school's good name and reputation.
- To review continuously, in conjunction with the Chair of Governors, the structures for good and effective governance in the life of the school.

The successful candidate will demonstrate the following experience and skills:

- A proven educational and leadership experience of the highest quality, gained within a comparable setting, at a senior level (head, deputy, or similar)
- A clear educational philosophy, wide-ranging educational interests, and a broad knowledge of current issues and approaches, especially within the independent sector
- An excellent track record in improving educational outcomes, as well as the spiritual, creative, physical, and social development of pupils, in a non-selective environment
- High calibre interpersonal and management skills with the capacity to motivate staff and build successful teams across the whole school through consensus and goodwill
- A clear grasp of management and leadership issues, including demonstrable experience of successfully developing and delivering strategic change
- An ability to lead an inclusive and diverse school community
- Outstanding communication skills, written and oral, and the ability to network effectively across a broad social spectrum matching the school's constituency
- A demonstrate commitment to the ethos of Dover College as a Christian school with a strong faith tradition.

These responsibilities are an indication of what will be required of this role and is subject to change as it evolves. This job description forms part of the contract of employment of the person appointed to the post. The post holder will be expected to work flexibly to meet the needs of the school. The duties, responsibilities, and accountabilities highlighted are indicative and may vary over time at the discretion of the school. This job description will be reviewed annually and is an integral part of the appraisal and line management process.



Additional Information and How to Apply

Dover College offers a competitive salary structure alongside additional benefits which include:

- Fee remission for children of the successful candidate, where relevant.
- On campus accommodation - St Annes House, a 6 bedroom period home in the heart of the school site.
- A beautiful working and family friendly environment set in stunning grounds, just a few minutes walk from the town centre and amenities.
- Close proximity to Dover Priory station which is around an hour from London on the high-speed rail link.
- Contributory pension scheme.
- Priority use of the school car.

The final detailed terms and conditions will be in the formal employment contract, following an agreement between the successful candidate and Dover College.



HOW TO APPLY

The search and recruitment process is being led by Dover College's recruitment partner, Regroup Consulting. Interested candidates are encouraged to arrange an informal, confidential conversation by calling +44 (0) 203 62 321 60 or emailing either

Monika Fryzicka, Managing Director
monika@regroup.consulting

or

Phoebe Brereton, Head of Research & Project Manager
phoebe@regroup.consulting

The deadline for applications is 11am (UK) on 11th March 2025. Applications should be submitted via email to dovercollege@regroup.consulting and consist of a CV and covering letter addressed to Dr Claire Scholfield-Myers, Chair of Governors, outlining your suitability for the role. All applications will be acknowledged within one business day.

THE PROCESS

Shortlisted candidates will be notified by **13th March 2025**.

First stage interviews with the Board of Governors will take place during the week commencing **17th March 2025**.

Final stage candidates will be invited to interviews taking place during the week commencing **24th March 2025**.

Final stage candidates, and their family where relevant, are welcome to arrange a visit to the school in advance of the final interview.

The Head's House

Located at the heart of The Close, St Anne's House offers generous accommodation spread over three floors. The well-appointed house has two reception rooms (one incorporating a dining space), six bedrooms (four on the first floor and two in the basement), a study, a utility room, and three WCs. A private rear garden, including a furnished decking area with a spectacular view of Dover Castle is maintained by the grounds staff. St Anne's House has two designated parking spaces, with exclusive access to an EV charger. Council tax and all utilities, save for telephone/broadband, are included.



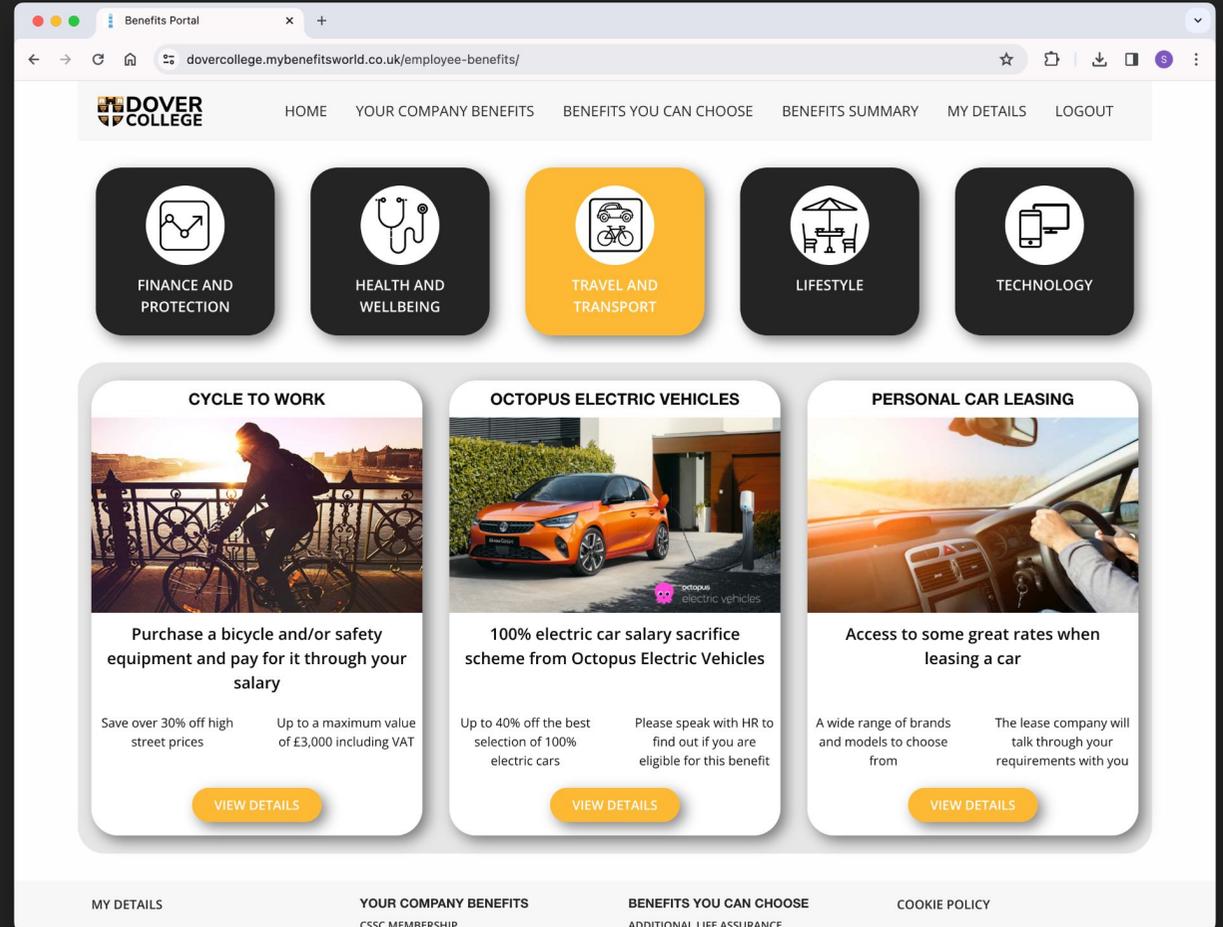
Benefits

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 and electric charging points on site.





Dover College is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. All disabled applicants who meet the minimum requirements of the job as set out in the job description and person specification will be guaranteed an interview.

The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks and referencing with past employers and the Disclosure and Barring Service. If you are shortlisted for the position, you will be required to complete a self-declaration form in relation to any criminal record or information that would make you unsuitable to work with children. All members of staff are expected to have proper regard for the School's safeguarding policy and procedures, including up-to-date training. Dover College fully recognises its responsibilities for Child Protection. We are dedicated to safeguarding and promoting the welfare of our pupils, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation or culture.

