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## Candidate Information

Head of International Studies Centre

September 2019

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## Background information on Dover College for applicants

The College was founded in 1871 by local businessmen as a school principally for the local children. It has since developed an international pupil base. Dover College was one of the first schools considered a “Public School” as evidenced by its inclusion amongst only twenty-five other such schools in the first edition of the Public Schools’ Yearbook published in 1889. The College maintains the original characteristics of its inception – a school which caters not only for a broad range (both academically and socially) of local pupils, keeping its fees affordable to achieve this, but also for a significant minority of pupils from overseas. It is a school with an ethos based in regular worship in Church of England traditions, reinforcing the ethos of friendliness and openness which is very much part of the value of a Dover College education. Dover College has nearly always had a Junior School of some description, first at Westmount on the Folkestone Road and more recently opening a new Junior Department in 2001 and in 2011 opening on the same site as the senior school when it was re-name ‘The Junior School’.

We are very much a family school, catering for pupils from age 3 to 18. Many of our pupils have siblings at the College, and in some cases their parents were here too. Pupils and parents are very loyal and supportive of ‘their’ school. We have a reputation for outstanding pastoral care and as a result pupils are remarkably tolerant and understanding of one another. It is important to us that every child is valued within our community. Good academic results are not enough: we seek to provide young people with the necessary skills and self-confidence to become well-rounded, balanced adults who will make a positive contribution to those around them. We expect pupils and staff to be sympathetic to our Christian ethos and values, although we welcome those of other faiths too.

Our curriculum, which is currently undergoing a root-and-branch review as part of the College’s development plan, Project 150, is creative, well planned, wide ranging and enriching. Its balance and focus on individual development, helps us to stimulate an enquiring mind, establishing key skills and a wealth of experience in our pupils that will be of

great benefit to them for the future. The College gains outstanding results at A Level and BTEC with excellent value-added results at GCSE.

We understand that a well-rounded education is about more than what happens in the classroom or on the sports field, and that’s why we offer and encourage our pupils to participate in a wide variety of outstanding extra-curricular opportunities. Dover College enjoys an excellent reputation for a broad range of sport, games and other activities and opportunities. We seek to stretch the most able, whilst providing opportunities for all pupils to undertake an activities programme, which aims to provide them with enjoyment, confidence, skills and fulfilment.

Music forms a pivotal role in all that we do, and the school has a choir and music school which encourages pupils to express themselves through music. We offer after-school care for day pupils until 5.30pm and work hard to ensure that our boarders are given all the opportunities they need to have experiences which are full and varied. We believe that providing such opportunities helps to develop self-esteem and encourages important life skills such as leadership, teamwork, commitment and determination, as well as cultivating a sense of duty and understanding of others. What happens outside the classroom also has a positive spin-off in lesson time, helping to engender an ethos of mutual respect between teachers and pupils. The successful candidate will be expected to make a contribution to current activities and initiatives, as well as developing new ones.

Candidates are encouraged to clearly celebrate their conventional, and unconventional, interests on their application. Appointments will be made subject to a full DBS check and the receipt of satisfactory references.

For more information, please visit:

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



## The Role

**Job title** Head of International Studies Centre (ISC)

**Start Date** September 2019

**Reports to** Director of Studies

**Salary** Competitive, dependent on experience

**Location** Dover

**Contract type** Full-time

**Contract term** Permanent

### Are you prepared to think differently?

We are looking to appoint an innovative, ambitious and inspirational Head of ISC. We welcome pupils from all over the world and the ISC department is a vital component of our successful College. You will lead and support the teachers to produce outstanding lessons ensuring each pupil makes rapid progress in using English language for all aspects of school life. The Head of the ISC will operate a flexible but efficient EAL provision, and will support the Headmaster in the recruitment and selection of overseas pupils.

The College has ambitions for the International Studies Centres to be called Dover College International with the creation of an International School. Experience of working in an International School would be beneficial.

### The Role

To exert leadership, and to promote efficient co-operation within the Department, with the aim of providing a stimulating educational experience for all pupils. Think differently about educating EAL students and how best to integrate them to mainstream as quickly as possible. Foster an environment where pupils enjoy and respect English, develop a love for it and know how it enables them to better access traditional subjects. It should be commonplace for pupils to speak English throughout the College and to share their skill through readings or performance within the College and publicly.

### Specific Responsibilities

- Teach English as a Foreign Language at KS3, GCSE and Sixth Form, following a KET, PET, IGCSE, First and IELTS academic route.
- Oversee the development of a progressive and effective EAL curriculum.
- Develop EAL to be an example of excellence to others within and beyond the school and communicate this beyond our College community.
- Educate pupils of all ages in English so that they are able to enter mainstream classes early and then to continue their support until they leave.
- Support BTEC subject areas in the delivery of their curriculum to EAL students.
- Co-ordinate and provide in-class and INSET support across all subject areas to support teachers to deliver the highest standard education to EAL students.
- Work closely with the Headmaster and Director of Admissions and Marketing on recruitment, including the interview process for prospective pupils.
- Be the first point of contact for international students for assessment of their level of English.
- Provide pastoral support where necessary for all international students, liaising closely with House staff and subject staff where necessary.
- Assist international students applying to universities with their applications, liaising closely with the Head of Careers and Head of Sixth Form.

### Head of Department and Assistant Master Responsibilities

- Determine the overall approach of the teaching of subjects within the Department.
- Keep up to date and well informed on matters relating to examinations of the subjects within the Department.
- Attend courses and liaise with outside bodies associated with the Department.
- Advise the Headmaster on the appointment of new members of Common Room to the Department; assist with their induction.
- Maintain the highest 'professional' standards within the Department at all times.
- Liaise with the relevant Head of Faculty about academic, staff and whole school matters.

- Administrate all financial transactions, including the efficient use of the Departmental budget.
- Liaise with the Examination Officer on all matters which relate to external examinations, and with Department staff on the setting of internal examinations.
- Convene Departmental meetings; attend Heads of Department and other curricular development meetings as necessary.
- Arrange and monitor educational visits and extra-curricular activities as appropriate to the Department.
- Be aware of the role of the Head of Department as a member of the whole school, implementing its policy and promoting its positive image.
- Conduct the management, by consultation, of all teaching staff within the Department in order that fair and appropriate teaching loads are allocated.
- Liaise with the Director of Studies over timetabling/setting issues.
- Close monitoring of lesson preparation and teaching at all levels.
- Respond to parental or pupil questions, criticisms, and queries which may emerge from time to time in relation to the performance of the Department.
- Take care to ensure that all of the members of the Department are encouraged to take advantage of good INSET opportunities.
- Encourage expeditions, field work and exchanges and broader, within the Department.
- Generate close and productive links with colleagues and departments in other preparatory and primary schools.
- Have ownership of Schemes of Work.
- Develop the use of ICT in the teaching of the subjects within the department.
- Maintain an accurate inventory and listing of all educational software used by the Department.

#### **Specific Actions:**

- Production of the Annual Departmental Review (the deadline for this is the end of the first week of the Michaelmas Term). Further details may be found at Annex B.
- Production of Departmental MoTs as on the main schedule (the deadline for this is Michaelmas half term)

- Oversight of the Academic Society; for which there should be at least five meetings per year.

#### **Annexes:**

- A. The Role of a Teacher
- B. Annual Departmental Review

#### **Annex A - The Role of a Teacher**

##### **Plan, prepare and teach effective lessons meeting the educational requirements of all pupils by:**

- Following the requirements of the School's curriculum and policies.
- Making full use of all the teaching resources available, including ICT.
- Assisting pupils to set and achieve academic targets and overseeing the academic progress of a tutor group, where applicable, within a safe and positive working environment
- Ensuring that a weekly plan of work is available
- Set appropriate and differentiated work according to prep timetables
- Mark pupils' work fairly, promptly and consistently according to the School Marking Policy.
- Supporting and preparing pupils thoroughly for public examinations as appropriate, as well as for internal examinations through the production of detailed revision lists.
- Maintaining the classroom in good and tidy order and ensuring a high quality of vibrant classroom displays that are regularly changed and updated.
- Planning collaboratively with colleagues.
- Participating in appropriate CPD activities as part of a continuous professional development programme.

##### **Maximise the potential of all pupils in the class by:**

- Understanding individual learning needs or personal circumstances that may affect your teaching and pupils' learning liaising with the Head of IN and EAL as appropriate, and regularly updating class profiles
- Understanding the significance of baseline assessment in pupil progress
- Maintaining a positive working atmosphere in your classes, foster a spirit of enquiry, a love of knowledge and a delight in the pursuit of

excellence.

- Teaching pupils how to learn and think as well as to know and understand.
- Teaching according to schemes of work, with lessons appropriately planned to take account of the pupils in your class.
- Ensuring that prep and holiday work is appropriately set.
- Marking accurately and constructively according to school policy
- Keeping clear records of pupil attendance and performance according to school guidelines.
- Ensuring that pupils' efforts are properly rewarded in line with the Schools' Rewards Policy.
- Contributing to the development of the curriculum by taking an active role in department meetings.
- Communicating effectively with pupils, parents and colleagues, responding promptly to emails, and queries and by attending relevant meetings, Parents' evenings and other whole school events.

#### **Contribute to the corporate life of the school by:**

- Upholding the school ethos and rules, taking due regard for professional standards and advice from Senior Management.
- Taking responsibility for the behaviour of pupils directly in your care and at other times if the situation warrants. Apply any school sanctions consistently and with due regard for natural justice.
- Helping colleagues who may experience difficulties in their role.
- Taking part in duties as may be reasonably directed by the school's management.
- Contributing to the spiritual life of the school by attending all Chapel services and Assemblies.
- Attending all staff meetings and Inset training days.
- Completing administrative tasks according to deadlines and with due regard for colleagues.

#### **Contribution to games, activities and pastoral care by:**

- Providing coaching, supervision or support to the College's games and sports programme, as Directed by the Deputy Head
- Providing activities and clubs to pupils throughout the school, as directed by the Deputy Head, as well as supervision of pupils

on trips and at school and outside events

- For Senior School teachers, tutoring in one of the College's houses, undertaking duties in said house
- Contributing to whole school duties

#### **Foster your own Professional Development by:**

- Participating in Staff Induction, Professional Development and INSET events.
- Maintaining an up-to-date knowledge of your subject and associated pedagogy through reading and further training.
- Attending staff twilight training sessions to broaden knowledge.

#### **Promote the College by:**

- Representing the school in a professional manner as well as supporting the School's message in the wider community.
- Contributing to marketing events
- Attending Open Mornings.

#### **Understand the importance of Safeguarding in education:**

- In line with our commitment to safeguarding, all members of staff have a duty of care towards Dover College pupils and are expected to report any such concerns to the Designated Safeguarding Lead.
- Ensuring all health and safety regulations are observed.

#### **Annex B – Annual Departmental Review**

The Annual Departmental Review should consist of the following

1. [X] Department Annual Review [201X]
2. List of departmental members
3. GCSE results summary by set
4. AS results summary by set
5. A level results summary by set
6. Average departmental GCSE residuals
7. GCSE residuals by set (where appropriate)
8. Brief commentary

## Additional Information

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed, or any duties that may be reasonably required by the Headmaster according to the normal practice of an Independent College. In allocating time to the performance of duties and responsibilities, the post holder must use directed time in accordance with the College's published timetable.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once every two years (as part of the appraisal process) and it may be subject to modification or amendment at any time after consultation with the holder of the post.

## Guidance for Applicants

Suitability for the post will be measured through application form, interview, supporting evidence (e.g. certificates, portfolios etc.) and references undertaken.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Applications should consist of a CV, covering letter and a Dover College application form stating two referees.

As the information contained on the form is used during the selection process, it is essential that you complete all sections as fully as possible. If there is not enough space provided on the form, please continue on a separate sheet of paper. On each additional sheet that you use, please write your name and the post applied for, together with the section that you are answering.

Please address your letter to the Headmaster and send the letter, CV and application form to:

The Headmaster  
Dover College  
Effingham Crescent  
Dover CT17 9RH  
[headmaster@dovercollege.org.uk](mailto:headmaster@dovercollege.org.uk)

The College is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. Appointments are subject to satisfactory enhanced DBS clearance and satisfactory employment references which the College will endeavour to take up prior to interview. Dover College reserves the right to close applications early and make an appointment at any stage.



### **Closing date:**

**Friday, 1<sup>st</sup> February 2019, 17:00hrs**

### **Interviews:**

**Between 4<sup>th</sup> – 15<sup>th</sup> February 2019**

### **About Dover College**

Dover College is one of the UK's leading independent co-educational day and boarding Colleges catering for children from the ages of 3 to 18. Our pupils originate from both the local area and from abroad and the College is proud that of its inclusive ethos. Located in beautiful surroundings in the heart of Dover, the College is entering an exciting phase of development and each employee will play a part in helping the College meet its development plan.

### **Information about Dover and Kent**

Dover College is situated at the gateway to Europe in what is arguably one of the most beautiful and undiscovered parts of the UK. An hour by fast train to London and with direct access to the UK motorway system, Kent is a beautiful place to live. Dover town is going through an exciting period of regenerations, and the College is intrinsically involved in this process. In Dover, the White Cliffs provide breath-taking walks along a cliff-backed beach or a cliff-top trail to the South Foreland Lighthouse, the National Trust Visitor Centre and Samphire Hoe.

Overlooking the Port of Dover, Dover Castle is alive with vibrant furnishings, every day artefacts and costumed actors. The audio-visual displays of the castle's Secret Wartime Tunnels evoke an underground hospital and the retreat from Dunkirk. Meanwhile, the Dover Museum provides a new twist on cross-channel ferries; a 3000-year-old, sea-going Bronze Age boat.

In Deal, 20 minutes north of Dover, you can find a town of immense charm, a high street to compete with London, mazy smugglers' lanes and independent shops. Buzzing cafes and pubs sit alongside a photogenic seafront that's home to a sweeping pier and quirky maritime clock, the Timeball Tower.

Sandwich is a further 10 minutes' drive, filled with medieval architecture and boarding some of the best-preserved half-timbered houses in the country. Traditions linger too: listen out for the tolling of the curfew bell every night at 8pm. The Secret Gardens of Sandwich provide fragrance, tranquillity, a Lutyens house and Gertrude Jekyll design.

The strip of Kent is home to some truly great golf. Royal St. George's hosted the 2011 Open Golf Championships, while Kingsdown and Walmer is a

challenging down land course. For two more testing links courses head to the Royal Cinque

Ports of Prince's Golf Club; it also offers top-notch food at The Brasserie on the Bay and sleek rooms in The Lodge.

For more information about Dover and the surrounding area please visit the following:

- [www.visitkent.co.uk/](http://www.visitkent.co.uk/)
- [www.canterbury.co.uk/](http://www.canterbury.co.uk/)
- [www.english-heritage.org.uk/visit/places/dover-castle](http://www.english-heritage.org.uk/visit/places/dover-castle)
- [www.telegraph.co.uk/lifestyle/reinvent-the-high-street/10547216/Reinventing-the-high-street-Deal-wins-high-street-award.html](http://www.telegraph.co.uk/lifestyle/reinvent-the-high-street/10547216/Reinventing-the-high-street-Deal-wins-high-street-award.html)
- [www.nationaltrust.org.uk/the-white-cliffs-of-dover](http://www.nationaltrust.org.uk/the-white-cliffs-of-dover)

House prices in Dover (taken from Rightmove 09.01.2019):

The majority of sales in Dover during the last year were terraced properties, selling for an average price of £172,416. Semi-detached properties sold for an average of £235,151, with flats fetching £129,596.

Dover, with an overall average price of £204,971 was cheaper than nearby River (£297,158), Whitfield (£270,463) and Capel-Le-Ferne (£319,960).

Overall sold prices in Dover over the last year were 5% up on the previous year and 15% up on the 2016 level of £178,550.

House prices in Deal (taken from Rightmove 09.01.2019):

Last year most property sales in Deal involved terraced properties which sold for on average £271,098. Semi-detached properties sold for an average price of £284,043, while detached properties fetched £407,537.

Deal, with an overall average price of £288,447, was similar in terms of sold prices to nearby Walmer (£298,596), but was cheaper than Kingsdown (£427,009) and Sandwich (£318,465).

During the last year, sold prices in Deal were 7% up on the previous year and 18% up on 2016 when the average house price was £245,084.

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