
Candidate Information

Teacher of Business Studies & Mathematics

September 2019



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 renamed ‘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



The Role

Title Teacher of Business Studies & Maths

Job Start September 2019

Report to Head of Department, Director of Studies

Salary Competitive, dependent on experience

Location Dover

Contract type Full-Time

Contract term Permanent

Are you prepared to think differently?

Dover College seeks to appoint a Teacher of Business Studies and Maths who will continue to build on our excellent academic results by offering creativity, insight, wisdom and vision to the classroom and your pupils.

The successful candidate will teach KS3, KS4 and A Level. There is also the possibility of some AS/A Level Economics teaching if suitably qualified, but this is not essential.

The successful candidate will have a love of Business Studies and Mathematics in general, be able to teach pupils with a range of abilities and foster high quality teaching and learning skills.

Mathematics Specifics

- Thorough knowledge and understanding of KS3 mathematics, GCSE 9-1 Mathematics, GCSE 9-1 Statistics, AS and A Level Mathematics.
- Organisation, preparation and delivery of syllabus material which is relevant and up-to-date; including KS3, the new GCSE 9-1 Mathematics & Statistics, AS and A Level Mathematics.

Business Studies Specifics

- Be confident with ICT and Business/Economics specific technical resources to enable students gain further knowledge.
- Forge links with local businesses to widen student knowledge of various industries.

- Be willing to run Young Enterprise/Investor Challenge activity outside of normal lesson time.
- Organisation, preparation, delivery and updating of the relevant BTEC Business Studies, Economics and Global Citizenship syllabus material.
- Keeping records of marks and an attendance register for internal assessment of pupils.
- Setting and marking work in accordance with the Department and College's marking guidelines.
- Structuring lesson plans in order to maximise class time in the most effective and efficient manner.
- Providing adequate, differentiated and varied work for each class.
- Setting and marking internal examinations.

Teachers at Dover College are responsible for:

- Organisation, preparation and delivery of syllabus material which is relevant and up-to-date.
- Keeping records of marks and an attendance register for internal assessment of pupils (Teacher Planner).
- Being involved in subject area decisions.
- Setting and marking work in accordance with the College's marking guidelines.
- Making lesson plans in order to maximise class time in the most effective and efficient manner.
- Ensuring adequate and varied work within the class.
- Setting appropriate levels of homework/prep.
- Setting and mark internal examinations.
- Marking GCSE, AS or A level course work for external assessment.
- Conducting fieldwork and excursions as required by GCSE and A-Level syllabi.
- Maintaining an orderly, well-disciplined but relaxed atmosphere in the classroom to ensure the optimum working environment.
- Setting good standards of work and behaviour and ensuring that they are maintained.
- Taking appropriate action when an individual fails to conform to the set standards of work behaviour.
- Disciplining pupils when necessary.

- Creating a pleasant working environment, displaying visual material in the form of posters, pupils' work etc.
- Ensuring the well-being of pupils.
- Encouraging pupils to make the most of their abilities.
- Having high expectations on standards of work and behaviour and ensuring that they are maintained, disciplining and rewarding pupils when necessary in accordance with Department and College policy.
- Attending all Common Room meetings, Parents' evenings, Assemblies and Chapel Services.
- Displaying appropriate levels of personal appearance.
- Undertaking and contributing to extra-curricular activities on the appropriate number of afternoons – specifically in areas appropriate to an individual teacher's abilities.
- Assisting with non-curricular outings and expeditions as appropriate.
- Contribute to the broader life of the school by supporting and leading curricular and extra-curricular events.
- Work with the relevant members of staff to support the College open events.
- Preparation to be a form tutor and work with Housemasters/mistresses.

In general, all teaching staff are responsible for the effective supervision of pupils in their classrooms during lessons.

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

Closing date:

Friday 1 February 2019, 17:00

Interviews:

Between 4th – 15th February 2019

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.



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/
- www.canterbury.co.uk/
- 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
- 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.