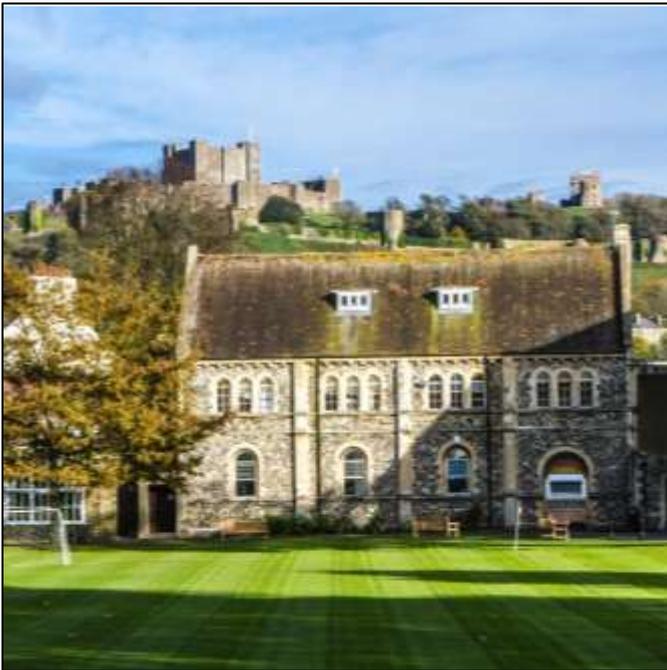

Candidate Information
Head of Business Studies
September 2020



Background information on Dover College for applicants

The College was founded in 1871 by local businessmen as a school principally for the local children, but 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. Dover 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 caters for a significant minority of pupils from overseas. It is a school with an ethos based in regular worship in Chapel, in the Church of England traditions, and this reinforces the ethos of friendliness and openness that is now well established – it 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’. In September 2019, as part of the Project 150 development, The Junior School was renamed ‘The Dover College Prep School and Muddy Knees Nursery.’

We are very much a family school, catering for pupils from age 3 to 18. Many of our pupils have siblings at the school, 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 and value those of other faiths too.

Our curriculum, which underwent a root-and-branch review as part of the College’s development plan, Project 150, is creative, well planned, wide ranging

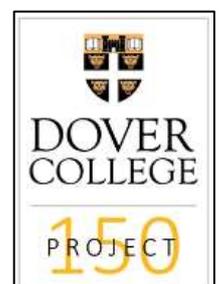
and enriching. Its balance and focus on individual development helps us to stimulate an enquiring mind, establishing key skills and a wealth of experience in our pupils that will be of great benefit to them for the future. The College gains outstanding results at A Level and BTEC with excellent value-added 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 is 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.

Drama, Music and the Creative Arts form a pivotal role in all that we do. The school choir and dramatic performances encourage pupils to express themselves through the Creative Arts. We offer after-school care for day pupils until 17:00 and work hard to ensure that our boarders are given all the opportunities they need to have experiences that 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 contribute to current activities and initiatives and to develop 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

Job title Teacher of Business Studies

Start Date September 2020

Reports to Deputy Head Academic

Salary Competitive, dependent on experience

Location Dover

Contract type Permanent

Contract term TBC

Are you prepared to think differently?

Dover College is looking to appoint an inspirational, innovative and highly motivated teacher to lead our excellent Business Studies division, continuing to build on our excellent academic results by offering creativity, insight, wisdom and vision to the classroom and pupils. Business Studies is a popular option in the examination years (KS3 and KS4).

If you are passionate about your subject, feel that you can instil a love of learning and help all students achieve successful outcomes; we would like to hear from you.

The successful candidate will have a love of Business Studies in general, be able to teach pupils with a range of abilities and foster high quality teaching and learning skills. The candidate will preferably have experience of teaching BTEC but this is not essential.

The successful candidate will mainly teach BTEC Level 3 and GCSE and ideally, A Level Economics.

Closing date:

Wednesday 1st July 2020, 9am

Interviews:

TBC (via Skype/Zoom)

Head of Department & Teacher Responsibilities

- Determine the overall approach of the teaching of subjects within the department.
- Keep up-to-date and well informed on matters relating to BTEC administration work and 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 Deputy Head Academic about academic, staff and whole school matters.
- Administrate all financial transactions, including the efficient use of the departmental budget.
- Liaise with the Examinations 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 Deputy Head Academic over timetabling/setting issues.
- Close monitoring of lesson preparation and teaching at all levels.
- Respond to parental or pupil's 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, fieldwork and exchanges 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.

The successful candidate will be required to have a good standard of education being both numerate and literate, hold Qualified Teacher Status and/or other relevant professional qualifications and have strong organisational and time management skills. This position may be suitable for Teachers with NQT status.

Candidates should have excellent subject knowledge and preferably should have experience of successful teaching experience across relevant age group age and ability range preferably independent sector. An understanding of the needs of pupils for whom English is an additional language would be an advantage.

Candidates are expected to have a flexible approach to their work, as some earlier starts, evenings and weekends will be required in support of wider school functions from time to time.

All candidates are expected to share the College's commitment to the Safeguarding and protection of children.



An application form may be downloaded by visiting the School's website www.dovercollege.org.uk. Completed application forms should be accompanied by a covering letter addressed to the Headmaster, Mr Gareth Doodes (CVs will not be considered without a fully completed application form) and should preferably be emailed to headmaster@dovercollege.org.uk.

Alternatively, applications can be posted to: Mr Gareth Doodes, Headmaster, Dover College, Effingham Crescent, Dover, Kent, CT17 9RH



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.



Life is a very full and rewarding one in a boarding school and the successful applicant will have every encouragement to contribute to this through the extra-curricular programme (Sport, Drama, Societies etc.). Virtually all teachers are Tutors within the House structure at the College. The College has its own salary scale and offers a generous fee remission for the sons and daughters of staff.

The offer of the role would be made subject to receipt of references, proof of relevant qualifications, prohibition from teaching and management positions check, enhanced Disclosure and Barring Service (DBS) check, overseas check if appropriate and pre-placement medical assessment that are all satisfactory to Dover College. Proof of entitlement to work within the United Kingdom will be required. 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.



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 11.06.2020):

Properties in Dover had an overall average price of £213,505 over the last year.

The majority of sales in Dover during the last year were terraced properties, selling for an average price of £179,763. Semi-detached properties sold for an average of £240,292, with flats fetching £138,504.

Overall, sold prices in Dover over the last year were 3% up on the previous year and 10% up on the 2017 peak of £194,837.

House prices in Deal (taken from Rightmove 11.06.2020):

Properties in Deal had an overall average price of £291,594 over the last year.

The majority of sales in Deal during the last year were terraced properties, selling for an average price of £278,091. Semi-detached properties sold for an average of £284,608, with flats fetching £206,913.

Overall, sold prices in Deal over the last year were similar to the previous year and 8% up on the 2017 peak of £270,425.
