



WINCHESTER
COLLEGE

DIRECTOR OF STUDIES
CANDIDATE INFORMATION PACK



ABOUT WINCHESTER COLLEGE



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In February 2021, Winchester announced a bold new vision and a significant programme of change. [‘Winchester College in the 21st Century’](#) describes the School’s ambitions for its future and heralds the start of an exciting new phase in Winchester’s development.

Winchester was a pioneering institution when it was founded in 1382 and this new vision will ensure the School continues to be a leader and influencer of great education on the modern global stage. The commitment to provide an intellectual education of exceptional quality and breadth remains unaltered, as do the values which have underpinned Winchester since its foundation. ‘Winchester College in the 21st Century’ will build on these strengths and bring multiple benefits to current and future generations of Wykehamists.

Winchester currently has over 700 pupils. In September 2022, the College welcomed 40 day pupils, including 17 girls, into the Sixth Form and will continue to do so, over time expanding the entry each year to include girl boarders in due course.

Academically, Winchester is among the very best schools in the country and is sought after for its combination of superb teaching, pastoral care, sports and activities.

At all levels Winchester encourages pupils to look beyond the curriculum. Div is our unique programme of general cultural studies and offers an excellent preparation for university study. In these lessons, pupils engage with a wide range of subjects, from English Literature to Ancient History to the History of Science.

Pupils in the Sixth Form study linear A-level courses and will ordinarily study three A-level subjects and an Extended Project Qualification (EPQ) alongside Div. Linear A-levels are complemented by the flexibility of the EPQ where pupils are able to more deeply explore their cross-curricular research interests. The EPQ encourages pupils to develop first-class research skills, to synthesise information from a variety of differing sources, and to become accustomed to the demands of independent study.

Music has been central to life at Winchester ever since its foundation, and the school is unique in having maintained its Choral Foundation to the present day. The Music Department is now one of the leading departments in the country, and offers outstanding opportunities to all.

Sport is a major part of Winchester life. There are many fixtures against other schools, and in 2024 the redevelopment of the sports facilities will see a state-of-the-art complex open that will allow all pupils to enjoy and participate in a variety of sports, whilst simultaneously enabling the most talented and driven pupils to train and compete at the highest level.



Much energy is also invested in the Combined Cadet Force, the Duke of Edinburgh Award Scheme, Community Service, and in links with local primary and secondary maintained schools. This commitment provides pupils with many opportunities to work for the benefit of others, inside and outside the classroom, developing the knowledge and skills, and the rights and responsibilities, which will enable them to grow into valuable and productive members of society.

Pupils eat all meals in their boarding houses, talking with their Housemaster/mistress, and interacting with friends, visitors and teachers. We believe that conversational ability, developed both inside and outside the community, equips pupils to talk to anyone, about anything, in practically any situation.

This unparalleled combination attracts pupils from across the world, making Winchester a truly international and diverse community which celebrates every pupil's individuality, passions and potential.

Winchester College is committed to maintaining the founder's original intention of offering an outstanding education to any pupil who would benefit from it, regardless of their financial circumstances, and many of the pupils in the College are being helped financially through the school with substantial bursaries.

SUSTAINABILITY

Both staff and pupils at Winchester College are committed to being the most sustainable school possible. You can learn more about our goal of creating a more sustainable school [here](#).

Full details about the school may be found at www.winchestercollege.org.



APPOINTMENT OF DIRECTOR OF STUDIES

Winchester College has a flourishing intellectual culture and a long track record of success in public examinations. The Director of Studies leads the School's academic life, ensuring that it provides an intellectual education of exceptional quality and breadth.

A key feature of Winchester is its commitment to non-examined intellectual exploration in the form of its unique subject known as 'Div'. This reflects the emphasis we place on intellectual suppleness and curiosity as an ideal preparation for an increasingly uncertain world. Balancing thorough preparation for external examinations with a genuine commitment to the life of the mind and the unexamined curriculum will be a core responsibility for the Director of Studies.



THE ROLE

The Director of Studies reports directly to the Headmaster and has significant strategic responsibilities, given the emphasis placed at Winchester on intellectual growth and academic achievement. As a member of the Leadership Team, the successful candidate will be expected to take responsibility for our academic provision and also to contribute effectively to the School's overall strategic vision.

In addition to teaching a reduced timetable, the successful candidate will be expected to contribute to the wider life of the School.

RESPONSIBILITIES

Responsibilities include, but are not limited to:

STRATEGY, LEADERSHIP AND MANAGEMENT

- Articulate and persuasively present the School's educational vision.
- Understand and anticipate educational issues and trends, ensuring the School is well equipped to meet current and future needs.
- Prepare strategic papers and reports for senior management and Governing Body.
- Chair Academic Committee meetings, ensuring due attention to strategic matters.
- Manage, together with the Deputy Director of Studies, a regular cycle of Departmental Reviews that take into account monitoring and tracking, quality of teaching, departmental planning and budget.
- Oversee an ambitious programme for pupils beyond school, encompassing careers advice and higher education pathways.

PROFESSIONAL DEVELOPMENT

- Lead, under the Headmaster, the implementation of evidence-informed priorities for teaching, assessment and reporting across the School.
- Stay abreast of emerging educational data and research and take an open but critical stance towards new developments.
- Be a frequent visitor to classrooms across the School in order to understand the reality of teaching practice and the professional needs of and pressures on teachers.
- Plan the content, format and delivery of professional development across a three-year cycle.
- Oversee the professional development budget and approve all requests for external professional development.

CURRICULUM

- Ensure the structure and delivery of the curriculum reflects the educational and strategic priorities of the School, especially in relation to Div.
- Overall responsibility for planning and implementation of GCSE and A-Level curriculum.
- Oversight and management of annual plans for each department.
- Monitor and attend (where appropriate) departmental meetings (departments of 4 or more dons).
- Set, administer and monitor spending under annual academic budget.

PEDAGOGY

- Fostering a culture of improvement, through development of teachers and monitoring of teaching quality.
- Work with Deputy Director of Studies and Surmaster Academic to identify pedagogical priorities, including specific interventions, based on student performance and achievement data.

PUPILS

- Assessment of academic requirements for scholarships, bursaries and admissions.
- All aspects of implementing grade thresholds to proceed into VI Book.
- Manage escalation of pupil and parent queries and concerns.

STAFF

- Under the Headmaster, develop a strategy for recruitment, retention, succession of staff, with a keen eye on future trends in curriculum and education.
- Recruitment of dons, working closely with HR, Deputy Director of Studies and Head of Department.
- Oversee and implement efficient processes with a keen eye to workload for dons.
- Line manage Heads of Department (departments of 4 or more dons).

COMPLIANCE

- Work with the Surmaster Academic to ensure that policies across the curriculum are effective and compliant.

REPORTING LINES

- Reports directly to the Headmaster.
- Directly line manages:
 - Deputy Director of Studies
 - Surmaster Academic
 - Professional Tutor
 - Heads of Department (4 or more dons)
 - Futures and Careers Department





PERSON SPECIFICATION

EXPERIENCE AND QUALIFICATIONS

- A strong record of personal academic achievement and the intellectual credentials to command respect in the Winchester community.
- An excellent teacher with a track record of successful leadership experience.

SKILLS AND KNOWLEDGE

- A proven ability to lead change, manage teams and effectively delegate.
- Excellent communication skills, both written and oral.
- Facility with numerical and statistical analysis.
- Strong pastoral instincts and a willingness to embrace the challenges and opportunities of leadership in a full boarding school.

PERSONAL ATTRIBUTES

- A naturally collaborative style of leadership with a strong sense of team and a positive approach to change and development.
- The confidence, gravitas and personal authority to win the trust of Winchester pupils, staff, parents and others.
- Outstanding work ethic, including a willingness to work flexibly, and calm under pressure.
- An independent mindset, able to follow where the evidence leads and bring others along.
- Ability and willingness to evaluate and critically reflect upon own professional practice.
- A willingness to contribute to the co-curricular life of a busy, full boarding school.
- A sense of humour.
- Good judgement, high levels of integrity and a genuine commitment to Winchester's aims.



TERMS AND APPLICATIONS

START DATE

This appointment will commence in September 2024.

SALARY

Winchester College has its own generous salary scale, which is above the national scale.

A competitive salary commensurate with the seniority of this post will be offered.

The Director of Studies can expect to teach a substantially reduced timetable to properly fulfil the duties above.

ACCOMMODATION

Accommodation will be available with this position.

LENGTH OF APPOINTMENT

This is a five year appointment, which may be extended subject to mutual agreement.

INDUCTION AND CONTINUOUS TRAINING AND DEVELOPMENT

The school is fully committed to the induction, training and development of all our staff, with staff supported to grow and reach their full potential. All staff are well supported when they arrive, with help and advice available from Heads of Department, Housemasters/mistresses, and the Headmaster.

All members of the Common Room are encouraged to pursue CPD. In addition to supporting external courses, we deliver a range of training, run by both our own staff and external providers, varying from highly practical First Aid courses to seminars and learning lunches on many aspects of teaching and learning, as well as offering access to Udemy, an external online learning platform.

There is an annual professional development review offering the opportunity to reflect on professional practice and development opportunities.

For those new to teaching there is the opportunity to work towards a PGCE whilst working with us.

PROBATION, NOTICE PERIODS

The first twenty-four months of employment will be a probationary period. Regular reviews with line managers take place over the probationary period with the opportunity to discuss progress, identify any areas for action and ensure that there is appropriate guidance and support in place to enable successful completion of the probationary period.

During the probationary period, the notice required by either party to terminate employment will be one month within the first term of employment. After the first term, the notice required by either party to terminate employment will be one full term.

Once employment is confirmed, the notice period will be one full term.

PRIVATE HEALTH CARE AND PENSION

The successful applicant will be enrolled in the school's Corporate Health Scheme in accordance with the current rules of the scheme. Membership of the scheme does not extend to family members and is a taxable benefit in kind.

A generous pension scheme and Life Cover (4 times salary) are part of the package.

ANNUAL LEAVE

This is a Teaching position which benefits from the school holidays.

WIDER BENEFITS

- Free staff lunches during term time.
- Access to Staff Counsellor.
- Use of sports facilities, including gym membership, tennis courts and in 2024, a new 25m swimming pool. Exercise classes, including spinning and circuits are also available.
- Cycle to work scheme.
- Access to an ongoing cycle of cultural, musical, theatrical and sporting talks and events.
- Employee Referral Scheme, with a reward of up to £250 for staff (subject to scheme conditions).

DISCLOSURE CHECK

As Winchester College is an educational establishment, a condition of employment will be that the successful candidate must consent to the school obtaining an Enhanced Level Disclosure Check through the Disclosure and Barring Service (DBS). This will reveal all spent and unspent convictions, warnings, cautions and bind-overs. A policy on the recruitment of ex-offenders is available on the school's website.

Safeguarding is one of the primary responsibilities of this role. The jobholder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact with, and will need to adhere to and ensure compliance with the school's [Child Protection and Safeguarding Policy](#) at all times. The postholder should be conversant with the responsibilities and procedures detailed in this policy and with the [Department for Education's Keeping Children Safe in Education](#). If, in the course of carrying out the duties of the post, the Director of Studies becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's Designated Safeguarding Lead or in their absence the Deputy Designated Safeguarding Lead.

REFERENCES AND OTHER PRE-EMPLOYMENT CHECKS

The appointment will be dependent upon the receipt of a successful medical check and satisfactory references. The College will usually seek references from shortlisted candidates before interview and may approach previous employers for information to verify particular experience or qualifications. At least one referee must be the current or most recent employer. Where applicants are not currently working with children but have done so in the past, one referee must be the person by whom they were most recently employed when working with children.

HOW TO APPLY

Only applications completed on the school website will be accepted. Please attach a full CV (including comprehensive details of key achievements and responsibilities) along with a covering letter with your application.

Closing date for applications: 09.00 on Friday 5th January 2024.

Please note that applications will be dealt with as they arrive. Winchester College reserves the right to appoint before the deadline passes.

Interviews are expected to take place in late January 2024.

If you have any questions about this vacancy or the recruitment process or wish to have an informal conversation about this role, please email recruitment@wincoll.ac.uk.

To apply please click [here](#).

DATA PROTECTION

Winchester College collects and processes relevant personal data as part of its everyday operations and is obliged to process it in accordance with the General Data Protection Regulation and Data Act 2018. The school is the Data Controller of this data under the Act and is registered with the Information Commissioner's Office. Its registration number is Z5751669.

If you have any queries or comments about this policy or how personal data is processed by the school, please contact the Bursar and his team by emailing: dataprotection@wincoll.ac.uk or by writing to: Data Protection, The Bursary, Winchester College, College Street, Winchester, SO23 9NA.

DIVERSITY AND INCLUSION

Winchester College embraces diversity and inclusion in the workplace and is committed to promoting a fair and supportive environment for all our employees. We work hard to create an inclusive culture where different perspectives are recognised, and our staff feel valued for their individuality and share a sense of belonging. Our aim is to reflect the diverse nature of society and of our pupil body. We are seeking to attract a diversity of talent at all levels, so that our pupils understand and benefit from the breadth and depth of such a diverse community. This means recruiting from the widest possible pool of talent.



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