Information for Applicants
Academic staff - Senior
Introduction

Brentwood is a thriving, happy and successful HMC School where staff and pupils work together to produce an outstanding quality of education. This document provides background information which you should find useful when applying for a vacancy. I would also encourage you to review our website www.brentwoodschool.co.uk where you will find further information, and documents which can be downloaded. Please contact us if you want to discuss informally any opportunity or if you have any queries about a particular vacancy or any other questions. We are always pleased to hear from high quality candidates.

Ian Davies
Headmaster
Our mission statement

Brentwood School develops and nurtures high achieving, enterprising, and articulate individuals who have the academic and social skills, integrity and commitment to lead the next generation responsibly.

Our aims & ethos

At Brentwood School, our aim is to provide a first class education that prepares young people for life in the modern world. Every single pupil is treated as an individual and is encouraged to aim high, strike the right balance between academic and social opportunities, and develop the necessary skills for success in the future.

“We encourage pupils to strive for the highest academic standards.”

Our ethos cultivates an appetite for achievement, a determination to succeed and a lifelong love of learning.

Within the classroom, we encourage pupils to strive for the highest academic standards, to seize the many learning opportunities provided and to celebrate their achievements and those of their peers. Academic learning is enriched outside the classroom with a wealth of activities that enable pupils to grow in confidence, work effectively in teams, develop leadership skills and gain a sense of service to others.

Our School motto

Our School motto: ‘Virtue, learning and manners’, is taken from the School statutes of 1622. The principle of academic achievement within a caring, Christian community remains a cornerstone of the School’s philosophy today.

The Chaplaincy and the Chapel are situated at the very heart of the School to support the entire community – pupils, teaching staff, support staff and their families. Although we are a Christian School, pupils and staff from all faiths, or none, are welcome.
Our location and access

Brentwood School is an excellent place to work and extremely well-located. Our 72-acre site with picturesque grounds and state of the art facilities make for a wonderful and inspiring learning and working environment. We are a mere 40 minutes to London from either Brentwood or Shenfield train stations, and with Crossrail due for completion in 2018, these times will nearly halve. We are in the centre of Brentwood and a walk away from all the cultural, retail, gastronomic and nightlife facilities it has to offer. To find out more about the local area, click here.

Nearest airports

- Stansted - 30 minutes
- Southend - 30 minutes
- London City Airport - 30 minutes
- Gatwick - 1 hour
- Luton - 1 hour
- Heathrow - 1 hour 30 minutes
Our structure

We are one of the UK’s finest independent day and boarding schools for boys and girls. Our pupil roll is 1500, the majority of whom are day pupils. We have two boarding houses for a total of 70 students, one each for girls and boys aged 11 – 18 years.

The School comprises a Preparatory School and a Senior School. Around 400 pupils are in the Preparatory School and 1100 pupils in the Senior School including 320 in the Sixth Form.

Approximately 40% of the School’s population are girls and there are four main entry points: at age 3 (Nursery); age 7 (Preparatory School, Year Three); age 11 and 13 (Senior School, Year Seven and Year Nine); age 16 (Sixth Form). Entrance is by examination and for many age-groups, or for scholarship applications, there are selection interviews. We offer scholarships which recognise academic potential as well as specialist talents in the areas of Sport, Music, Choral, Drama and Art. We also offer means tested bursaries to those pupils who meet the entrance criteria but whose parents or guardians cannot afford the full fees. On average about one fifth of our pupils receive such assistance.

We follow the ‘Diamond Model’ structure for teaching whereby boys and girls are taught together in the Preparatory, in single gender classes in the Senior School and mixed gender classes in the Sixth Form in readiness for life beyond School. Both pupils and teachers find this beneficial as it enables us to tailor the teaching more specifically to the needs of pupils.

School policy is set by the governing body. Governors visit the School regularly and formally meet as a whole governing body three times a year. Their work is mainly run through an executive sub-committee which meets nine times a year. Other sub committees cover various aspects of the School planning including education, property management, investment, finance, scholarships and awards. The Headmaster attends all governors’ meetings and the School’s Bursar is Clerk to the Governors, acting as Secretary at all committee meetings.
The Headmaster is responsible for the day-to-day running of the School. His top level management team comprises the Bursar, the Second Master, the Deputy Head (Staff Welfare and Development), the Deputy Head (Academic), the Deputy Head (Pastoral) and the Headmaster of the Preparatory School. This team meets once a week in term time.

As an organisation we have around 400 staff; 200 teaching and 200 non-teaching. We depend upon all these individuals, each one of whom is valued for the contribution he or she makes to the reputation and success of the School.

**Professional development, secretarial & administrative support**

The School has a well organised and comprehensive induction programme. We invest heavily in the development of our staff, who are essential to the success of the School. Staff new to the profession have additional assistance organised by the Deputy Head (Staff Welfare and Development) who also oversees the School’s CPD Programme. This includes a variety of internal and external courses together with appraisal activities. A large team of non-teaching staff provides secretarial and administrative help with, for example, reprographics, sourcing books and other teaching and learning materials, and ICT.

**Pastoral care**

Each year group is led by a Head and Deputy Head of Year with a team of Form Tutors who monitor the academic and personal development of each pupil. Our recent Inspection report refers to our pastoral care as “outstanding”. Additionally pupils are organised into Houses with Housemasters and Housemistresses, together with Assistant House staff involving pupils in a wide range of activities and events, including House Music and Drama Competitions, Public Speaking, Trivial Pursuits, Super Chef and an enormous number of sporting competitions.
Our approach to the curriculum

The curriculum at Brentwood School is broad and balanced to give pupils the opportunity to explore and develop their talents, particularly those that might otherwise remain hidden. As an Independent School we have the freedom to move beyond the restrictions of the national curriculum and we use this freedom wisely for all age-groups. So, for example, we introduce oral French early in the Preparatory School when children are most receptive to learning a new language. Examples in the Senior School include Creative and Critical Thinking which is taught in the first four years and the European Computer Driving Licence programme also introduced when pupils start in the Senior School. Independent learning is nurtured at all levels and pupils are encouraged to apply what they learn across subjects. Pupils take the IGCSE for Science, Mathematics and English as well as GCSE for other subjects. In the Sixth Form we offer both the A Level and the IB.

Our top class facilities and diverse extra-curricular programme enrich the whole learning experience for pupils. We firmly believe this helps to produce more rounded pupils who are ready to take up the challenges they will meet once they have left school. The majority (over 80%) of our Sixth Form students go on to their first choice destination when they leave School, including Oxbridge and the Russell Group of universities with many winning places on highly competitive courses such as medicine and law.

In general terms, our approach is to develop character, teamwork, leadership skills and to engender care and consideration for others. We hold fast to traditional values while adopting a modern approach. We value creativity and flair, nurture intelligence and develop independence. Our teachers make learning challenging and exciting and we
are committed to the pursuit of excellence in all aspects of School life. All of this provides a fertile ground for individual teaching staff to contribute ideas and participate in new experiences to augment their professional development.

For a full list of curriculum subjects see: http://www.brentwoodschool.co.uk/senior-school/academic

**Extra-curricular activities**

In general terms, we pursue excellence in all our activities with participation for all. Pupils perform at national level in Music, Drama and Sport. Pupils have been selected recently for national youth orchestras, the National Youth Theatre and to represent their country at football, netball, rugby, swimming, hockey, tennis and fencing. Although there are no scheduled lessons on Saturdays, the School runs a large and varied extra-curricular programme. In addition, there is a huge number of trips, visits and exchanges arranged each year to places within the UK and overseas. Our close proximity to London means we can take advantage of the capital’s many resources and we regularly arrange trips to museums, galleries and academic institutions. Staff are expected to involve themselves during the week and at weekends in such activities and opportunities are many and varied. Most importantly, applicants should be prepared to comment on the contribution they would like to make to our extra-curricular programme, whether this is as experienced coach or energetic volunteer. Both are equally welcome and valuable in inspiring the children to get involved and benefit from their experiences.

At present 90 pupils are undertaking The Bronze Duke of Edinburgh’s Award, with 60 at Silver and 40 at Gold level. We have the largest Combined Cadet Force in the country with over 500 pupils involved. In addition, there is a thriving Community Service Unit and charitable fund-raising initiatives regularly raise over £45,000 per annum.

For a full list of extra-curricular activities see: http://www.brentwoodschool.co.uk/senior-school
What do others think of us?

We work hard to analyse our effectiveness and regularly audit a wide range of views across the whole community. As a School, we naturally view our academic results as a key measure of success but we also place high value on the health and well-being of our pupils and staff.

Our pastoral care is highly rated by parents and pupils, and the recent ISI Inspection (March 2013) reported it as outstanding. “The care for junior pupils by their more senior peers, particularly in the Boarding Houses, is exemplary and ensures, through patient discussion, that bullying is not a problem” and “The House system offers a strong sense of belonging and fulfils the School’s aim to treat every single child as an individual.”

In the most recent parent survey over 95% of parents said they would recommend the School to a friend. Each year all staff are asked for their views on the School’s strengths and what aspects they would like to see improved. These views in turn feed into the School Development Plan and our future priorities. There are pupil councils in the Preparatory and the Senior School enabling pupils to contribute ideas about certain school matters, and in the Sixth Form, our Praepostor (prefect) system provides opportunities for leadership development as well as greater involvement in the wider aspects of school life.

We are particularly proud of the following comments from the ISI Inspection visit:

“The School continued to maintain its traditional values of “Virtue, Learning and Manners” in a modern setting. The pupils were friendly, welcoming and exhibited self-assurance without arrogance; their attitudes and behaviour exemplified the Christian ethos of the School.”

“The overall quality of pupils’ achievements is excellent. The pupils make strong progress in their learning, because of their excellent attitudes to study, dedicated and sometimes inspiring teaching and an academically challenging curriculum, which is flexibly adapted to suit all pupils’ needs.”
What happens next?
If you are interested in an academic vacancy, there are a few simple steps to follow:

• Complete the academic application form. This can be completed using a paper copy or online using the PDF form. Using the PDF form you can save a working draft or your finalised version before sending it to us.

• Collate all supplementary information requested, such as your CV and a personal statement.

• Send all information by email to HR@brentwood.essex.sch.uk or by writing to HR Adviser, Brentwood School, Middleton Hall Lane, Brentwood, Essex, CM15 8EE.

• If you are asked to attend an interview, please read through the following information and make sure to bring along the documentation as requested.

Interviews
• Please let us know if you have a disability and require any special arrangements or adjustments to the interview or venue.

• We normally reimburse reasonable UK travel expenses in order for you to attend an interview and we may also be able to provide accommodation if you are travelling long distances.

Documentation
Candidates who are invited to interview are asked to bring with them the following information:

• One document which proves your current address. This could be a bank statement, utility bill or Council Tax demand (utility bill to be less than 3 months old / Council Tax demand to be less than 1 year old).

• Plus a further two documents that prove your identity. This could be a passport, driving licence (a photocard is only valid if presented with the counterpart) and/or your birth certificate.
Child Protection

All candidates should be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons. In this regard, in addition to a candidate’s ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours.
- Attitudes to the use of authority and maintaining discipline.
- In the case where an applicant is short-listed any relevant issues arising from their references will be taken up at interview.

Please note Brentwood School requires that all employees are subject to a check with the Disclosure & Barring Service.

The successful applicant will be required to complete an enhanced disclosure form and any employment offer will be dependent on the successful completion of this process. All such checks must be completed prior to the employee starting work at Brentwood School.

Click below for useful Information Sources:

- School prospectuses
- International Baccalaureate booklet
- ISI Inspection Reports
- Exam results
- Destination of students
- List of subjects taught
- List of extra-curricular activities