

SEVENOAKS SCHOOL

DIRECTOR OF THE INSTITUTE OF SERVICE & PARTNERSHIPS





THE SCHOOL

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for over 1200 students from ages 11 to 18.

Sevenoaks is one of the world's leading IB schools, having taught the International Baccalaureate for over 40 years. For nearly 20 years, all Sixth Form students have taken the full IB Diploma with consistently outstanding academic results which are testament to the school's experience and commitment to the programme.

Sevenoaks is the top large-cohort IB school in the UK and among the top five globally. In recent years it has been the second highest achieving large-cohort IB school in the world. Sevenoaks is also the top fully co-ed all-IB boarding school in the UK, according to Best Schools (Education Advisers Ltd). The Sunday Times named Sevenoaks School Co-educational Independent Secondary School of the Year in 2023.

In 2024, the average Diploma score was 39.6 points, about eight points above the world average. The Higher Education department supported applications of 245 students to universities in the UK, USA, Canada, Europe and Hong Kong with an outstanding 97 per cent progressing to their first or insurance choice university. The majority attend Oxbridge, London universities, or other Russell Group universities such as Bristol or Durham. We support about

20 per cent of our students with applications to international universities, with increasing numbers going to North America, specifically Ivy League and top universities in the United States.

Academic excellence is achieved by bright, motivated students, inspired by highly qualified and dedicated teachers in well-resourced classrooms. Sevenoaks delivers a broad, balanced programme of study through exciting teaching. Strengthened by wise pastoral care, Sevenoaks students work hard to satisfy their natural curiosity and extend themselves far above and beyond the core curriculum. The school's international outlook promotes the principles of tolerance and open-mindedness. Regular assemblies, tutor group meetings and a programme of talks help to foster the social and emotional welfare of our students, while a long tradition of service and local and international charity projects advances a core set of values across the student body.

The school is one of the largest employers in the local area, employing staff in a wide variety of roles, and aiming to be an employer of choice for top staff from around the world. We offer our staff a competitive range of benefits and are in the process of developing a range of progressive employment policies and opportunities for personal and professional development. All Sevenoaks staff are encouraged to enjoy facilities such as our sports centre and pool, attend performances at our performing arts centre, and get involved in service activities within the local community. We strive to promote the positive mental and physical health of all staff, and are



committed to ensuring that equality, diversity and inclusion are at the very heart of our culture and community. We believe every member of the school community should feel welcomed, included and valued.

THE CAMPUS

The school is situated in the Kent market town of Sevenoaks and has a prime position at the top of the high street. The 100-acre site, which includes several listed buildings and attractive gardens, is beautifully landscaped and adjoins the medieval deer park of Knole. London is only a 30-minute train ride away and the school is in commutable distance from several Kent towns including Orpington, Tonbridge, Tunbridge Wells, Bromley, Kings Hill and Dartford.

Recent developments on campus include a superb sports centre, a state-of-the-art performing arts centre, a world-class Science and Technology Centre and a Global Study Centre for the Sixth Form. Our campus has earned several architectural awards, including two RIBA National Awards (2019, 2022).

With eight distinctive and comfortable boarding houses, our boarding community is fun, friendly and busy.

TEACHING AT SEVENOAKS

Teaching here is immensely rewarding: we work in high-performing teams towards a shared endeavour. Everyone appointed to teach at Sevenoaks School is expected to engage actively in all aspects of our broad and well-rounded

education, across a six day week, with lessons on Saturday mornings and sport in the afternoons.

We want all our students to enjoy their subjects, to be inspired by their teachers and to become independent, lifelong learners. Teachers are enthusiastic and well-qualified graduates. We have an exceptionally lively, talented and committed staff body. We welcome applications from experienced teachers and newly-qualified teachers, but can also provide training including PGCE for those joining the profession at whatever stage. All new staff undertake a comprehensive induction programme. Sevenoaks is committed to supporting its staff with training and professional development tailored to staff needs and interests.

All teachers are involved in proactive pastoral care. All teachers participate in the co-curriculum and, as our outreach activities expand, contribute to our work with local students and schools. Teachers at Sevenoaks are innovative and forward-thinking many are involved in the Institutes of Teaching and Learning, Higher Education and Professional Insight, and Service and Partnerships, shaping further development and initiatives for students and staff alike.

CURRICULUM

At every stage, we offer a broad, deep, and integrated curriculum. Every pupil is encouraged to be curious, creative, critically aware, and to develop his or her passion and talent to the full. Life is fast-paced, dynamic, and expectations are high. At the same time, the school seeks to cultivate in its students the habit of reflecting



on their learning, and on how they contribute to society more broadly. Ambitious and principled, confident, and compassionate, our students are prepared for leadership and teamwork in the wider world.

Regular assemblies, tutor group meetings and a programme of talks help the social and emotional understanding in our students, and a long tradition of voluntary service and local and international charity projects advances a core set of values across the student body.

In Years 7-11 all students take courses in critical thinking developed by the school. The Middle School Diploma, launched for Year 9 in September 2017, recognises the learning that takes place both within and outside the classroom and is built around seven core values: creativity, independent learning, critical thinking, international understanding, collaboration, self-awareness, and social responsibility.

All of the 500-plus Sixth Form students pursue the International Baccalaureate Diploma, a programme the school has delivered for 40 years. The Diploma is the best preparation for university and for work in a world of global competition. Even more important, it genuinely develops a rich inner life in our students, opening their minds to connections and possibilities within and across the subject disciplines.

It is no surprise that our students leave Sevenoaks to study a wide range of courses in the UK and around the world. Each year all leaving students progress to the world's top universities, including Oxford and Cambridge, and around one in five take

places at leading US and international universities. They do so with an enlarged capacity for independent thought and intellectual risk-taking, a strong appetite for learning, and equipped with the skills and personal qualities conducive to a happy and successful life.

THE INSTITUTE OF SERVICE AND PARTNERSHIPS

The Institute of Service and Partnerships (ISP) aims to create positive, inclusive and sustainable social change through educational innovation and partnerships, maintaining its reputation as a school which benefits the community. The ISP works with teachers, students, parents and the wider community to advance educational opportunity and other partnerships across Kent and beyond, also enriching our own education through working in partnership. It strives to nurture socially engaged young citizens who recognise exciting opportunities to create a fairer global society, lead change, and appreciate the value of critical and empathetic reflection upon their actions.

THE POST

We seek an enthusiastic and well-qualified teacher to join Sevenoaks School as the Director of the Institute of Service and Partnerships. They will report to the Deputy Head Co-curriculum, and works closely with other Deputy Heads as required. They are responsible for overseeing and developing the School's Service and Partnership strategy, ensuring that it, and all related activity, is aligned with the objectives of the school's strategic



plan, Sevenoaks 600, and implemented effectively and sustainably. They will also teach an academic subject on a reduced timetable.

The Director's responsibilities will include, but not be limited, to the following:

- Oversee, evaluate and review the strategy of the ISP on an ongoing basis.
- Ensure that the aims, objectives and activities of the ISP are clearly articulated to all stakeholders in the school, including staff, students, parents and governors as well as to the public and potential partnership partners.
- Annually evaluate programmes for sustainability and impact and write regular Impact Reports for Governors and the Senior Leadership Team.
- Reporting benchmarking data to approved bodies.
- Work with the Institute of Teaching and Learning on service-related research projects.
- Promote the work of the ISP, working with our marketing team.
- Develop links with sector representatives and represent the school as a Champion Member of the Schools Partnership Alliance.
- Ensuring that the school is exercising best practice and remains a leading school in the sector.
- Proactively seek new meaningful partnerships (in both charitable and industry sectors) to develop imaginative and innovative relationships which enhance the impact of the ISP.
- Ensure the effective and efficient administration of the annual budget in compliance with the school's finance policies and guidelines.
- Design and manage our (timetabled) service programme.
- Oversee the charitable fundraising, global action trips, service-related themed weeks, as well as other service-related initiatives.
- Contribute to the academic curriculum and discuss opportunities with HoDs to support the academic curriculum in relation to service-based learning.
- Lead the curriculum design and delivery of Society and Change for Year 7 pupils.
- Partner with Admissions to support promotion of the Year 7 entry point with primary schools, including financially assisted places.
- Manage and co-ordinate our current and future partnership programmes:
- Oversee the Kent Academy Network University Access Programme (KAN)
- Oversee the Ambition University Access Programme in partnership with Leigh Academy Trust
- Collaborate with state schools offering the IBCP and DP.
- Support the schools in the Sevenoaks Primary Partnership.
- Support and grow our partnership with Knole Academy and other local secondary schools, developing opportunities for Sevenoaks students to collaborate with secondary partner



school students.

BENEFITS

- Membership of the school's defined contribution pension scheme is available
- Membership of the school's fitness centre
- Other benefits such as free or subsidised tickets for school music and theatre productions and access to an employee discount scheme
- Fee remission policy (terms apply)
- Employee Assistance Programme
- Cycle to work scheme
- Free School lunch
- Free parking (subject to availability)

CHILD PROTECTION

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Safeguarding Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

OFFER CONDITIONS

Sevenoaks School is committed to safeguarding and promoting the welfare of children, therefore, the offer of employment is subject to the satisfactory completion of a number of background checks including but not limited to an enhanced DBS check with Children's Barred List

check, the taking up and verification of references and the verification of career history and fitness to undertake the role. The complete list of required checks will be provided to the successful candidate.

HEALTH AND SAFETY

Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged to provide you with a workplace and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.

INFORMATION FOR APPLICANTS

Sevenoaks School has its own generous salary scale. Accommodation or relocation expenses may be available, and a fee remission for the children of members of staff are available (subject to the usual school entry requirements).

Further information about the school can be obtained from the school's website: www.sevenoaksschool.org, including more about working at Sevenoaks: www.sevenoaksschool.org/about-us/work-at-sevenoaks/.

Applicants should complete the application form in full. Guidance for completion of the form is downloadable from our website. Note that Part 6 must show a complete history of employment, and should continue on a separate sheet of the application form if necessary.

Please submit the completed application form, covering letter and CV by e-mail or post to:



The Human Resources Department
Sevenoaks School
High Street
Sevenoaks
Kent TN13 1HU

Tel: 01732 467740;
email: pa@sevenoaksschool.org.

**Applications should be submitted by midday on
Tuesday 13 January 2026.**

The school retains the right to interview suitable
applicants and appoint before the deadline.