



## **Appointment of Conduct**

The Provost invites applications from ordained members of the Anglican clergy to take up the post of Conduct (Senior Chaplain) at the College. The post of Conduct is laid down in the Statutes of the College, namely "The Conduct shall be appointed by the Provost and Fellows and shall perform the daily service in the College Chapel according to such regulations and upon such terms as shall be made by the Provost and Fellows." Additionally it is anticipated that the successful candidate will teach, preferably Divinity, for approximate a half timetable and should therefore be a well-qualified graduate able to teach throughout the school to A2-level and preferably to the standard of Oxbridge entrance. The successful candidate will be expected to take up his/her appointment on 1<sup>st</sup> September 2016.

### **The School**

Eton College, which was founded by Henry VI in 1440 for 70 scholars, has over the years become a boarding school catering for 1300 boys. It is the largest boarding school for boys in the United Kingdom.

There are about 260 boys in each of the five year groups. The vast majority of boys enter the school aged 13 via the Common Entrance Examination, but about 80 or so enter by competing in the King's Scholarship examination held in May every year. Almost all boys complete five years in the school, take A levels or Pre-U examinations during their two years in the Sixth Form, and go on to a wide range of universities in the United Kingdom or abroad. A small number of boys enter the school for the two Sixth Form years only. The school is governed by the Provost and Fellows.

Henry VI intended Eton to provide a free education for 70 boys. There are still 70 King's Scholars, 14 of whom are admitted each year via the scholarship examination. In recent decades additional scholarship schemes have been established: Sixth Form Scholarships, New Foundation Scholarships for boys entering the school at 13 (both restricted to boys in state schools in the United Kingdom) and Music Scholarships. About one boy in five is in receipt of financial assistance through scholarships or bursaries.

Boys study a broad curriculum during their first year and then choose their GCSE and IGCSE courses that run through the second and third years. Most take 10 or 11 GCSEs at the end of their third year. In the sixth form boys usually choose four A level or Pre-U subjects; some double mathematicians choose five. In most cases boys supplement their choice of subjects from one of the wide range of unexamined options courses that become available in the sixth form. The school currently operates a mixed economy of modular and linear qualifications, but from September 2015 all subjects with the exception of mathematics are linear, with all examinations being sat at the end of Year 13. Standards are generally high, with in excess of 90% of all GCSEs taken awarded A\*/A and in excess of 95% awarded A/B at A level (or Pre-U equivalent). Teachers usually take

classes at all levels of the school, and may have an opportunity to offer topics of particular interest to them as non-examined optional courses.

## **The Role**

The Conduct is the senior of several chaplains at the College. He or she has specific responsibility for the College Chapel, which has the status of a peculiar under section 31 of The Public Schools Act 1868 and is therefore dedicated and allowed by the ecclesiastical law of England for the performance of public worship and the administration of the sacraments according to the liturgy of the Church of England. This Conduct is therefore expected to preside over not just regular College services but also occasional services for weddings and baptisms etc. The Conduct reports to the Provost with respect to his or her duties in College Chapel, and to the Head Master in respect of his or her other duties.

The successful candidate will provide a strong pastoral and spiritual support for all boys and all members of the Eton staff community. He or she should enjoy the company of young people and possess the personal resilience and stamina needed to provide support to others and to be fully involved in the busy life of a full boarding school.

- The coordination of the chaplaincy team (presently 5 Anglican and 1 Roman Catholic Priests – the latter being the Head of Divinity and one of the Anglican chaplains being also the Director of the Wisdom Project) to provide officiants and celebrants in College Chapel and Lower Chapel, and for 'D' Assembly (a year 11 assembly which meets twice each week). The Conduct convenes and chairs a weekly meeting of the chaplains.
- The oversight and liaison with the master in charge of Faith Tutors, for the encouragement of boys who are members of faith traditions other than Christian to meet with the appropriate Faith Tutor each week (there are four Faith Tutors – Jewish, Islamic, Hindu and Buddhist).
- The coordination of preparation for boys wishing to be confirmed and running preparation groups as necessary, liaising with Housemasters, parents and 'home' parishes.
- Communication, entertainment and hospitality of those invited to speak and preach (shared with the Provost, Head Master and other chaplains as may be appropriate).
- To work closely with the Precentor (who is also Director of Music) and other musicians in the planning and execution of liturgical services, the daily services and Sundays, and also for special occasions and events (the annual All Souls' requiem, St Andrew's day, Advent Liturgy, Christmas services including the Christmas 'Midnight' mass, Ash Wednesday, Lenten liturgy, Easter Day, Ascension Day, the Fourth of June, Leavers' Day, Confirmation services, Thanksgiving and memorial services).
- Coordinating marriage preparation for those granted permission (by the Provost) to marry in one of the chapels – ensuring that applications are made to the Archbishop's Registrar for Special Licences, that services are constructed with the couple concerned and that weddings are performed according to the rites and ceremonies of the Church of England. Also to liaise with the Vicar of Eton on all such weddings and with the 'home' parish priests of the couple concerned. To be responsible for completing the registers and for submitting the quarterly returns to the District Registrar.

- In consultation with House Masters, to appoint Chapel wardens for each house – the warden being responsible for collecting donations each week for the charities nominated by boys and authorised by the Provost.
- To work closely with the College Chapel Verger and the Quire Verger (also with any voluntary vergers) to ensure the smooth running of services and other events in College Chapel, and to be the official ‘line manager’ of the vergers (authorising hours of work and holidays, overtime and other payments and dealing with absences).
- To be primarily responsible for carrying out occasional pastoral offices (or delegating such offices to others) – baptisms, adult confirmation preparation, funerals – and to visit the sick in the College Health Centre and support the nursing staff there.
- To assist, when requested or necessary, in the parishes of Eton, Eton Wick and Dorney, and in other places as may be required either during term time or in the holidays.
- To foster help and encouragement with Holyport College (presently through one of the chaplaincy team).
- To be available for consultation with the Provost, Vice Provost, Head Master, Senior Tutors and other who manage the school on any matter relating to the welfare of those who are members of the school community.
- To be available to any member of the College and School community (boy or staff) for consultation, advice and support.
- The Conduct is also responsible to the Bishop of Oxford (as Diocesan) and the Suffragan Bishop of Buckingham (whose licence will be required to exercise ministry).

As far as the teaching aspects of the job are concerned, further details are given below.

Divinity is preferred for the teaching subject but other subjects will also be considered. For Divinity, details are as follows.

***As a Divinity Master:***

Divinity, the name given to religious studies at Eton, is a popular subject and is taught by a department of eleven masters. All boys study divinity in their first year at Eton. The programme begins by laying down the foundation of critical thinking through an introduction to philosophy of religion where topics include the dimensions of religion, science and religion, and concepts of the soul and immortality. In their second term the course focuses on an introduction to ethics by considering the source and foundations of ethics, moral dilemmas, issues of war and peace and the civil rights movement in the USA. In their final term boys take a course looking at key aspects of the major world religions. In Year 10 boys may opt to take GCSE (EDEXCEL) with a course on Christian Ethics followed by a course on either Buddhism or St. Mark’s Gospel. In the first term of Year 12 there is a compulsory course for all boys which is run by the department and known as Perspectives. In addition to masters in the department, masters from other disciplines assist in the teaching of the course. Boys are given a variety of lectures on topics ranging from racism to education, which are followed by discussion groups. Boys may also opt to take religious studies at A Level (OCR); the two modules studied are Ethics and Developments in Christian Theology at AS and A level. The expectation would be that the Conduct would teach twelve lessons a week.

### **As a Tutor:**

In addition to their House Master, all Eton boys have a personal tutor, who is responsible for their academic progress and the delivery of Personal, Social and Health Education (PSHE). Boys meet in groups of about six with their tutor every week to discuss general academic matters and to pursue courses of study intended to develop their awareness of personal relationships, sex- and drug-related issues, moral behaviour and so forth.

All teachers are expected to contribute to this tutorial programme for which training is given and supporting materials provided. A typical teacher will be allocated one tutorial group in his or her first year and up to two more in subsequent years. The role of tutor is a central part of the life of a teacher and is an essential part of a boy's experience of Eton life. Tutors of younger boys are encouraged to involve themselves in the lives of the boarding-houses from which their pupils are drawn, and are expected to visit their pupils in those houses during the term.

### **As an Enthusiast:**

A schoolmaster is far more than a classroom teacher and a tutor, and the school expects its teachers to contribute whole-heartedly to other aspects of school life by drawing upon their own interests and enthusiasms. The richness of the life of the school depends upon teachers who, for example, coach games, direct plays, support and organise society meetings, and take boys on trips to concerts and the theatre locally and in London. Boarding-school life also requires teachers on occasion to give of their time at weekends and in the evenings in order to supervise and support boys in the many activities the school offers.

### **Person Specification for a Master at Eton College**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education and Qualifications</b>	- A good honours degree in a relevant subject	A recognised teaching qualification e.g. PGCE
<b>Experience/Knowledge</b>	A passion for the subject taught Interest in young people Commitment to sustain a 7 day a week boarding environment Good subject knowledge Good understanding of the relevant curriculum	Relevant classroom teaching experience Experience of working in a boarding school environment
<b>Teaching and Learning</b>	Continue to improve teaching and learning Ensure standards of behaviour are met at all times Good communication skills with staff, students, parents and support staff Commitment to the role of a tutor Commitment to safeguarding	Innovative approach to curriculum delivery Drive initiatives and generate ideas Strong interest in the role of ICT in teaching and learning

	and the welfare of students	
<b>Skills and Attributes</b>	Develop and maintain good working relationships Work as part of a team Act as a role model for staff and students Willingness to participate in a range of co-curricular activities contribute whole-heartedly to other aspects of school life	
<b>Personal Qualities</b>	Ability to motivate and inspire students Enthusiasm Passion for teaching Excellent interpersonal skills Ability to reflect and self-assess Ambition Stamina and emotional resilience Commitment to the ethos and values of Eton College	Continued professional development

### **Remuneration & Accommodation**

There are approximately 160 full-time teachers at Eton. All teachers are accommodated at the school in flats or houses. Accommodation is provided for full-time staff free of rent, council tax, buildings insurance and general maintenance costs. Applicants will be asked about their accommodation needs on appointment so that the school can plan ahead. The Eton College salary scale is substantially above that for the state sector, and teachers are expected to be committed to the total life of the school. All Masters are able to join the Teachers' Pension Scheme.

### **Induction and Probation**

Eton's appointment, induction and probation procedures satisfy the statutory requirements that allow NQTs to achieve QTS and register with the Department for Education.

All appointments are probationary for the first two years. In practice, newly-appointed teachers will be given a clear indication of their progress during their first year, and an unequivocal decision about their future employment will be made at the latest by the end of their fourth term. The procedure will be explained in detail at interview. All teachers joining Eton will have the benefit of guidance by an experienced and trained mentor whose role it will be to help them through the first few terms of their employment. The school believes in, supports and resources an extensive system of professional development and training, and all teachers are expected to participate in it throughout their careers.

### *Statutory and Other Checks*

Eton College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an Enhanced Disclosure from the Disclosure and Barring Service.

All appointments will be subject to a satisfactory Enhanced Disclosure from the Disclosure and Barring Service and to a check of the Prohibition Order List; the College reserves the right to make other required checks. Applicants should note that the College, in addition to requiring three satisfactory references, is required to seek references from any employment where a candidate has worked with children.

Candidates should ensure that their application form provides sufficient information to enable the college to follow their complete employment and other history since leaving school.

All appointments are conditional upon completion of a confidential pre-employment medical questionnaire and, if needed, a referral to the College's Occupational Health Advisor.

Candidates invited for interview will be required to provide the College with original documents that verify identity and all qualifications adduced. They will also be asked to teach a lesson.

*It is the post-holder's responsibility to promote and safeguard the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact; also to adhere to, and ensure compliance with, the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the Lower Master or to the Head Master.*

## **Applications**

The application form can be found on our website:

<http://www.etoncollege.com/TeachingPosts.aspx>

Applicants are asked to complete the application form in full and return it by email to [hrdirector@etoncollege.org.uk](mailto:hrdirector@etoncollege.org.uk) before the closing date. It is the responsibility of applicants to ensure that their referees are willing and able to provide references shortly after the time of application. Testimonials must not be sent.

Alternatively completed forms may be sent to:

**Kate Bradley, HR Director, Eton College, Windsor, Berkshire, SL4 6DW**

**Closing Date: Monday, 23rd November 2015 at noon**

Please note, in light of the considerable number of applications that Eton is pleased to receive for all positions advertised, we will not enter into correspondence with unsuccessful applicants regarding reasons why they were not appointed or interviewed.