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Working at Exeter Cathedral School

Information for applicants

Exeter

and the South West

Exeter is a thriving and beautiful city. It is considered by many to be the capital of the South West, and is a wonderful place in which to live and work. The city is served by three railway stations and is just over two hours from London Paddington by train and just under three and a half hours from London Waterloo. There is also an international airport with internal flights to a number of UK cities, including London, Manchester, Newcastle, Glasgow, Dublin and Norwich.

Exeter is an historic and cultural city with a broad range of modern facilities: as well as beautiful Georgian architecture, the magnificent Norman Cathedral, small winding back streets, Roman ruins and myriad independent shops, there are cinemas, theatres, cafés, restaurants, night clubs, a museum, swimming pools, shopping centres, a smart department store and a choice of supermarkets. Many of these are just a short walk from the School, as is the Quay with its range of boutique cafés, artisan caverns and riverside bars and restaurants.

The city is home to the excellent Exeter University, and the student population brings vibrancy, bustle and a sense of energy, whilst the location of the University campus means that the city-centre and surrounding areas never feel over-populated. There is a large professional population, too, with the hospital, the university, the Met Office, and the business district attracting professionals and their families.

The housing market in the city is buoyant but affordable, with the St Leonards area being particularly popular. There are some beautiful towns and villages within striking distance (by road or rail) of the city, and a number of our staff commute. The area is very well served for senior schools.

The South West is an area of outstanding beauty, and Exeter is a short drive from Dartmoor, Exmoor, beaches, forests, hills, and any number of walks and outdoor activities. It is a wonderful place to live and we find that a good number of new families to the School have chosen to relocate to Devon to enjoy the space, the pace of life, the nature on the doorstep and, of course, the first-rate educational opportunities.



Working *at Exeter Cathedral School*

Exeter Cathedral School is a happy, supportive and vibrant community of some 275 pupils and some 60 staff, of whom around 40 are teaching staff. The School offers Nursery, Pre-Prep and Prep education: Nursery–Year 2 are housed in Hall House, a former Canonry nestled between the ancient city wall and the Bishop's Garden in the Cathedral Close, and Years 3–8, as well as the majority of the administrative offices, are based in the Chantry, a red-brick 19th-century building in the lee of the Cathedral in Palace Gate.

The School also has use of a range of buildings clustered together in the south-west corner of the Cathedral Green, including a newly-refurbished Science laboratory, a newly-regenerated music and drama studio, an Art & Design department which is housed in the Old Deanery, a fully-equipped Nutrition room in the School's Coach House building, and a range of other learning spaces. A number of the School's classrooms are equipped with projectors and Smartboards, and staff have access to desktop computers and use of the School network in classrooms and in the staff work room which is part of the staff room area.

The staff body – teaching and non-teaching – is a dynamic mix of long-serving members and newer arrivals, and there is a great deal of in-house expertise available. New staff receive a full day's induction, an induction handbook, and are mentored in their first year by an appropriate senior member of staff. The School is committed to Continuous Professional Development, whether through inset training delivered at School, through externally-run courses and conferences, or through in-house opportunities.

This is a really exciting time to join our ambitious School. In 2019 we were awarded the best possible grading of 'Excellent' in all areas by ISI; in 2020 we were recognised by Microsoft Education as an Industry Leader for Remote Learning; and in 2021 we were shortlisted in the final 8 in the country for the TES Prep School of the Year Award. Aspirations and standards are high, and we'd love to hear from you if you're keen to be part of our team.



Benefits

Staff who work at Exeter Cathedral School enjoy an enviable location, proximity and daily access to some of the country's finest architecture and choral music, a working environment which is supportive and purposeful, and the privilege of working with and for a delightful and kind set of parents and pupils.

All staff are entitled to receive a 50% remission (pro-rata for part-time staff) against tuition fees for any of their children accepted at Exeter Cathedral School. Places for children of employees are offered according to place availability and standard assessment procedures.

Lunch is provided free of charge to staff in the dining hall, during term time, as is tea/coffee in the staff room. Staff wellbeing is high on the School's agenda.

We accept Childcare Vouchers purchased through a registered supplier against additional services (outside the curriculum) such as After School Care/Early Club and residential excursions, and the School participates in the Early Years Funding Scheme. In addition, we offer a Childcare Voucher purchase scheme through SODEXHO for staff who wish to purchase childcare vouchers through their salary (before tax and NI deductions). The School is also a member of the Exeter BID.

The family feel of Exeter Cathedral School extends beyond the 19th-century door, and such is the School's glowing relationship with the local community that its staff are traditionally welcome to enjoy discounts at a number of local stores.



THE
GOOD
SCHOOLS
GUIDE

"This is a 12th century school with 21st century vision... its sights are focused on a modern, inclusive and dynamic approach."



The School

Exeter Cathedral School is an independent day and boarding Prep School for girls and boys aged from rising-3 to 13. Founded in the 12th century as a choir school, Exeter Cathedral School now educates approximately 275 pupils. Forty of these are the boy and girl Choristers of Exeter Cathedral, who continue the centuries old pattern of leading the daily sung worship in the Cathedral. Nowadays, we offer a fully-rounded Prep School education to pupils from a variety of backgrounds and with a range of talents and interests, whether they be sporting, academic, artistic or musical.

We have an enviable location (right in the heart of the city and yet nestled safely in the lee of the Cathedral), an average class size of about 15 (allowing us to really know each and every pupil as an individual), a proven track record of securing places and scholarships to a range of leading senior schools, and a firm commitment to being a forward-thinking Prep School with traditional values. Above all, we are a school where people matter, and where staff and families work in partnership to help children acquire the right habits for life.

The School as a Christian Community

Exeter Cathedral School is committed to being a loving environment in which children of all faiths and of none may grow in knowledge, understanding and confidence supported by staff who are expected to be in sympathy with the aims of a Christian school.

Membership

Exeter Cathedral School is proud to be a member of IAPS (the Independent Association of Preparatory Schools), the CSA (Choir Schools' Association), and the BSA (Boarding Schools' Association).



The School's Aims

Exeter Cathedral School aims to offer an outstanding Prep School experience, where the focus is on educating the 'whole child'. It seeks to do this by providing a safe, nurturing, stimulating, purposeful and gently-Christian environment in which each child is known as an individual and in which each child is mindful of, and grateful for, those around them and the part that they play in building their community.

The School is an ancient foundation with traditional values and a modern approach. It expects high standards from its pupils and its staff and is committed to rigorous academic endeavour; outstanding pastoral care and individualised attention; an exciting range of extra-curricular opportunities; a world-class musical education; and to working with families to help its pupils acquire the right values, habits and skills for life.



The Cathedral

In September 2014, Exeter Cathedral School was made legally and financially independent of the Cathedral and is now a registered Charity and a Company Limited by Guarantee. There remains a very strong and deeply-entrenched link between the School and the Cathedral, and the two institutions work side by side to ensure the smooth running of daily life and to ensure the safeguarding and wellbeing of the Choristers.

The School makes use of the Cathedral and its buildings for its assemblies, concerts, major events, etc., but the Cathedral is much more than a venue. The School is hugely proud of its ancient foundations and links with the Cathedral, including educating the Choristers. The Chorister Tutor is an essential lynchpin between the School and the Cathedral.



THE
GOOD
SCHOOLS
GUIDE

"It is an unbelievable privilege to be a part of the chorister community yet it is by no means elitist, they are very much a normal part of the wider school community"



Boarding

Exeter Cathedral School is Exeter's only independent boarding school. In 2017 the School was accepted into the BSA (Boarding Schools' Association). Our (small — about 40 beds) boarding house is situated on the main school site and is run by a Housemaster who is assisted by a Boarding House Matron, the Chorister Tutor, and a team of Gap Tutors.

There is currently a small number of full boarders, a healthy cohort of weekly-boarders, and a large number of flexi-boarders. All members of the teaching staff are expected to contribute to the boarding life of the School by undertaking a (very) few weekend duty days per annum. Resident staff are expected to undertake a weekly evening duty.



Our Vision and Values

Exeter Cathedral School is an Ancient foundation with Traditional values and a Modern approach.

The School seeks to:

- Be a happy and purposeful community where people matter.
- Promote the central importance of the development of character.
- Be a place where children can be children, where learning – in all its forms – is taken seriously, and where each and every child is known and valued as an individual.
- Offer a first-rate all-round educational experience where the focus is on developing the whole child. Our job is to work with families to help our pupils acquire the right habits for life.
- Foster a supportive, purposeful, stimulating and gently-Christian environment, in which the following provision to pupils is recognised as being paramount and held in high regard:

Academic rigour

Exceptional pastoral care and pupil wellbeing

Bright and modern facilities

A broad and exciting range of extra-curricular activities

A high-calibre sporting and wellbeing education

A world-class musical education

An unparalleled musical heritage and history

A sense of spirituality, timelessness, and wonder, borne out of our ancient foundations as a 12th-century choir school



Our Values, Habits and Skills

The endorsing and upholding of core values; the modelling and promoting of the right habits; and the acquiring and practising of key skills: this is at the heart of our curriculum (both hidden and explicit), our interactions, our decision-making and our expectations.

The following Habits are explicitly promoted and modelled to, and expected of, our pupils and staff:

Pre-Prep Golden Rules

We are kind and helpful

We are gentle

We listen

We look after property

We are honest

We work hard

Prep School Habits

The habit of hard work

The habit of honouring your commitments

The habit of having a go and keeping going

The habit of taking part

The habit of listening

The habit of being honest, modest and kind

The habit of looking after other people

The habit of looking after your surroundings

The habit of looking after yourself



How to Apply

Job Descriptions and Person Specification

These are available for each advertised post.

Making an application

We would love to hear from you if you are interested in working at Exeter Cathedral School.

Applications should usually include a letter (max 2 sides of A4) to the Headmaster outlining motivation and suitability for the post, a completed application form and details of three referees. Early applications are encouraged: the School may interview and appoint at any stage.

Applications and enquiries should be sent to:

By post

Mrs Rosie Hankin
Support Services Office Administrator
Exeter Cathedral School
The Chantry, Palace Gate
Exeter
EX1 1HX

By email

Rosie Hankin: r.hankin@exetercs.org

Our interview process

Exeter Cathedral School is a School where people matter, so meeting you in person (circumstances permitting) is an important part of our recruitment process. Depending on the role you are applying for, there may be tasks/observations included as part of your day. There will certainly be an interview, and most likely an in-tray exercise.

We take our safer recruitment responsibilities very seriously: a safeguarding interview is an important part of our recruitment process, and all appointments are made subject to satisfactory references and checks.

Further information about any interview process will be sent to shortlisted candidates.

All shortlisted candidates will be required to present original copies of identification documents and qualification certificates at interview. Proof of ability to work in the United Kingdom will also be required at interview.

In addition to each 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 behaviour;
- Attitudes to the use of authority and maintaining discipline.

Safeguarding and Safer Recruitment

Exeter Cathedral School is committed to safeguarding and promoting the welfare of children and expects all employees to share this commitment. Applicants for this post must be willing to undergo child protection screening appropriate to the post, including reference checks with current and previous employers, a declaration regarding Disqualification from Childcare and use of the Disclosure and Barring Service (DBS). If you are shortlisted, any relevant issues arising from your references will be taken up at interview. Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Headmaster or the Director of Finance & Operations. If you would like to discuss this beforehand, please telephone in confidence to the Headmaster or the DFO for advice.

Equal Opportunities

Exeter Cathedral School is an equal opportunity employer. Its policy is to ensure that no job applicant or employee receives less favourable treatment because of race, colour or nationality, sex, sexual orientation, marital status, age, religion or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Selection criteria and procedures are frequently reviewed to ensure that individuals are selected on the basis of their individual and relevant merits and abilities. All employees are given equal opportunities and, where appropriate, special training to progress within the School.

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