

RECRUITMENT PACK

CRANLEIGH SCHOOL
TEACHING AND BURSARIAL ROLES



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WELCOME TO CRANLEIGH

Ex Cultu Robur, from culture comes strength. The phrase at the heart of the School when it was founded in 1865 informs a robust education ethic and a heartfelt belief in the holistic development of young people, embracing strength from all cultures.

Cranleigh is Surrey's leading co-educational independent school, offering boarding and day education for pupils aged 13 to 18. Cranleigh provides pupils with a breath-taking range of opportunities in a school small enough for everyone to know and support one another. Pupils lead busy lives now, exceeding academic and co-curricular expectations, while preparing for living beyond the gates.

Set in 280 acres of Surrey Hills countryside, Cranleigh's campus is a friendly and convenient place to live, study and work. A beautiful rural location, on the edge of a large market village, within an hour of London and within 20 minutes of vibrant Guildford. It's an inspiring setting for a remarkable and individual approach to education that aims to discover and nurture the talents of every child, and that offers a rewarding and supportive environment for our equally talented teaching and bursarial team.

We're proud of our heritage. From our 1865 foundation as a county school for the sons of farmers, through to the international family of respected co-educational schools we are today. Our ethos still seeks to fulfil the aims of our founders in encouraging Cranleighans to look beyond themselves to make a difference to the society in which they live and work.

The wider Cranleigh Family includes: our nearby preparatory school, CPS; our sister school in the UAE, Cranleigh Abu Dhabi; our two schools in China with partner Cogdel Education, and our sponsored school in Kitwe, Zambia.



“ CRANLEIGH IS A BIT OF A GOLDILOCKS SCHOOL – NOT TOO BIG, NOT TOO SMALL, GOOD FOR GIRLS, GOOD FOR BOYS, NOT GREEDY FOR THE SPORTIEST OR THE CLEVEREST, BUT RATHER VALUING WHAT EVERY PUPIL BRINGS TO THE COMMUNITY. EVERYTHING FEELS JUST RIGHT ”

Talk Education



FROM THE HEAD

I am pleased that you're interested in working at Cranleigh. As the largest employer in our local area, our School is a vibrant and varied community in which to work, live and make lifelong friends.

At Cranleigh we uphold a vision for flourishing young people, where busy pupils develop the personal skills and qualities that will enhance their adult lives. People have always been at the heart of a Cranleigh education, and I am more convinced than ever before that developing people must be our priority. We aim to nurture and develop our team with dedicated coaching, professional development and support.

If our pupils are to flourish and make a difference in the world as global citizens, they need to be in a school which is representative of that world. Greater inclusion, diversity and social purpose are central to our vision for the future. Investment in people, recruiting and professionally developing the best staff from a diverse range of backgrounds is a key priority for our school and will ensure that the children in our care have a balance of role models. In terms of racial and cultural diversity we are beginning our journey and we have a long way to go. We have recently partnered with Black Lives in Music and the African Caribbean Education Network providing accountability and mentoring support. We have appointed an Assistant Head who takes the lead on inclusion and diversity work and a cultural development teacher who is leading work on curriculum development. We believe firmly that as we aim to increase diversity in the student body we need a more diverse staff body, with the wealth of additional lived experience this brings, to look after our community's needs. We warmly encourage all, and especially those from minoritised backgrounds, who wish to be a part of this exciting journey to apply.

Our teaching team is eager to build on Cranleigh's growing reputation for excellence. We are of course thrilled that our academic results at GCSE and A Level are the best they have ever been; that the School boasts national championship winning sports teams, and musicians and actors who are performing at the highest level, yet it is participation and opportunity for all that is the root of our success.

These are exciting times for Cranleigh. We have just reached the end of a cycle of building and infrastructure investment that has upgraded our classrooms, sports facilities, and spaces for creative and performing arts. Our public examination results are the highest they have ever been and our Admissions are buoyant. We have restructured our boarding campus to provide four houses each for boys and girls, and these are paired to enable boys and girls to take part in all aspects of school life together – a unique and fitting model for Surrey's most mature co-educational boarding environment.

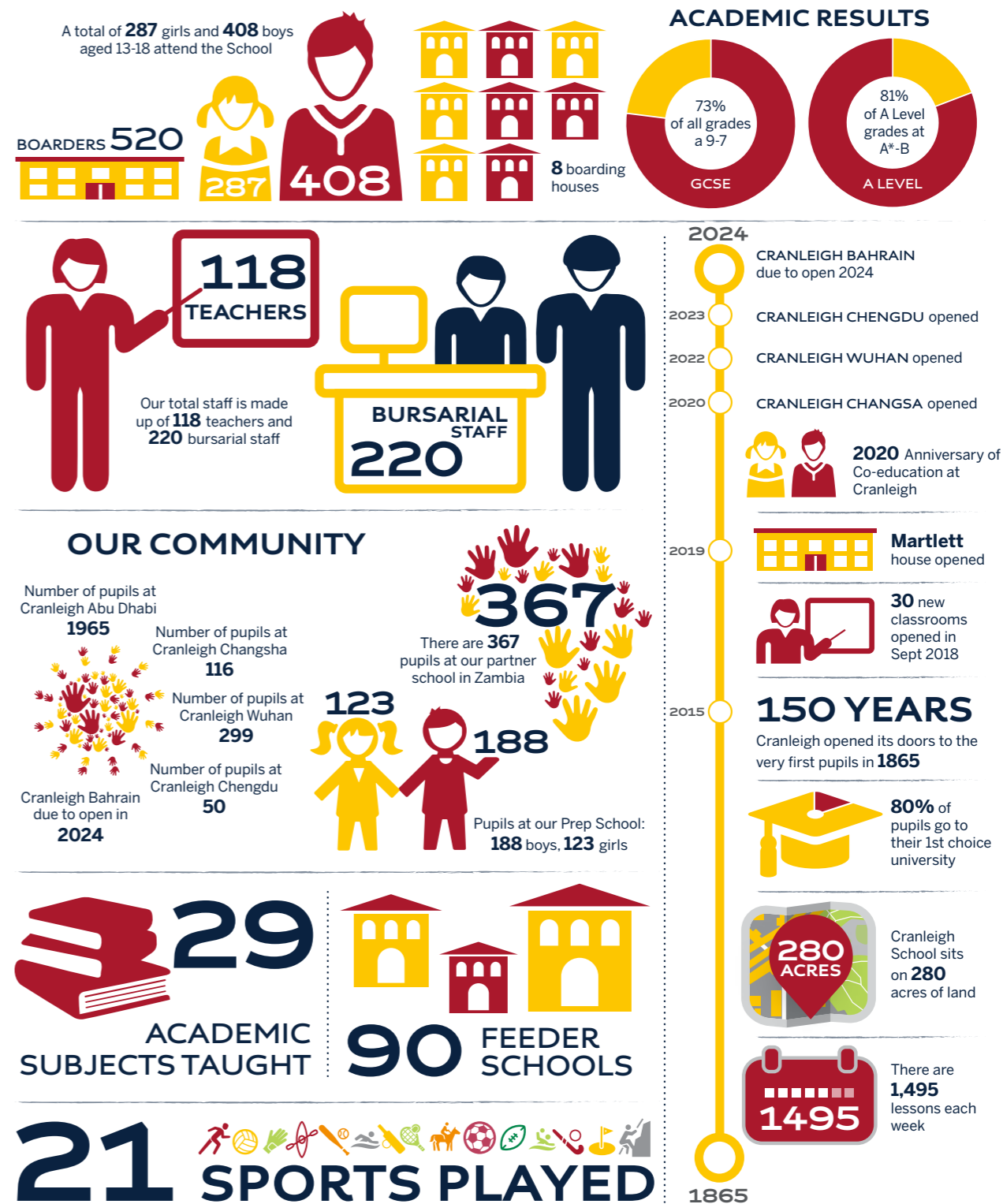
Our team at Cranleigh is expected to work hard and for that they are rewarded with excellent opportunities and benefits. In a busy boarding environment the hours for our teaching team and many in our bursarial team are long, but filled with the enjoyment of supporting a cohort of young people to grow and develop in ways that will enable them to take on leadership roles in their careers.

We hope that this recruitment pack gives you some insight into our unique and special community and I look forward to welcoming successful applicants to our campus soon.

Mr Martin Reader, Head

OUR SCHOOL

AS AT LENT TERM 2023



OUR ETHOS, CULTURE AND VALUES

THE CRANLEIGH FAMILY OF SCHOOLS IS COMMITTED TO THE PROVISION OF INSPIRATIONAL EDUCATIONAL ENVIRONMENTS FOR CHILDREN AGED 7 TO 18. OUR MISSION IS TO CHALLENGE AND INSPIRE EVERY ONE OF OUR PUPILS BY BROADENING THEIR HORIZONS, ENRICHING THEIR LEARNING AND SUPPORTING THEM THROUGHOUT EACH STEP OF THEIR JOURNEY. OUR PUPILS ARE EXPECTED TO EMBRACE THE OPPORTUNITIES OFFERED, IN ALL ASPECTS OF SCHOOL LIFE, AND TO SUPPORT ONE ANOTHER.



“ PUPILS BEHAVE SENSITIVELY TOWARDS ONE ANOTHER, ENCOURAGED BY THE POSITIVE ETHOS OF RESPECT ”

ISI Inspection 2022

OUR ETHOS/VALUES

The Cranleigh Family of Schools is committed to the provision of inspirational educational environments for children aged 7 to 18. Cranleigh aims to provide young people with: the strength to succeed; the wisdom to make informed choices; resilience in the face of failure or difficulty; and the insight to recognise their privilege and to shape the future culture of the world through lives of service and leadership. Arising from the school's Christian heritage and cultural background, at the heart of a Cranleigh education are our central values of Thinking, Being, Giving. Cranleigh Thinking is thinking beyond the test, Cranleigh Being is about who we are and how we are in the world and Cranleigh Giving is thinking beyond ourselves.

OUR PUPILS

For Cranleighans, whether they are boarding or day pupils, the boarding house is at the centre of much that they do. The support and encouragement they receive gives them the confidence to aim high, push themselves forward and, ultimately, to discover what they are passionate about. Cranleighans go on a journey during their time with us and we are often astounded by the progress they make, be it academically, on the sports field, or in performance.

OUR TEAM

Cranleigh's team is a group of deeply committed professionals, who understand that education – especially a busy boarding school – can be challenging hard work at times, but they want nothing more than to see pupils thrive and succeed. Teachers skilfully guide pupils down their chosen academic path, encouraging them all the way and always valuing effort highly. Our professional bursarial team – admissions, IT, matrons, facilities, finance, marketing, personnel, catering, grounds, works, stables, sports centre and medical centre – all work together to ensure that the school is full of the right pupils and that they enjoy every moment of their time here.

OUR COMMUNITY

There are strong links between the School and Cranleigh Preparatory School and pupils also join from a wide variety of other prep schools across London and the Home Counties, creating a lively, House-based community of young people who are drawn together by their inherent love of life and by getting involved in everything Cranleigh has to offer. Our team displays similar characteristics, no-one at Cranleigh likes to stand still. The school offers a vibrant and inclusive community for our enthusiastic team.

OUR SCHOOL

Cranleigh offers a truly unique experience, combining a modern boarding or day week with the wealth of opportunities associated with full boarding. The campus and facilities are exceptional and include: a Music School, two theatres, a green-screen room, a 9-hole 3-par golf course, swimming pool, cricket bubble, Fives courts, equestrian centre, outdoor education centre, as well as a wealth of pitches and courts.



“ A DOWN-TO-EARTH ATTITUDE PREVAILS, WHICH IS EVIDENT IN THE HAPPY, WELL-ROUNDED CHILDREN BRIMMING WITH CONFIDENCE IN THEIR OWN ABILITIES ”

Talk Education





The successful applicant should expect to teach up to a notional maximum of 20 out of 30 50-minute periods per week, for a full time teacher. It is occasionally necessary to teach more than this in a particular year but every effort will be made not to allow this to persist for more than one academic year. Colleagues with additional responsibilities usually have an allowance.

All teachers joining Cranleigh will have the benefit of guidance by an experienced mentor, whose role it will be to provide support during their probationary period. Plus, our Director of Professional Learning runs a programme for those just starting or relatively new to teaching.

BEYOND THE CLASSROOM

Cranleigh will look for evidence of the capacity to contribute to the broader life of the School, and for evidence of passion and enthusiasm for the relevant subject. As such, all teachers at Cranleigh are expected to contribute fully to the co-curricular and pastoral life of

the School. It is the norm for Cranleigh teachers to take activities on three afternoons a week, including a Saturday. All teachers do an evening's duty in the boarding house.

As tutors, teachers are allocated to a boarding house and are responsible for monitoring and enhancing the academic and pastoral welfare of a group of pupils within that house. This involves meeting the pupils regularly, both individually and as a group, liaising between teachers and parents, taking supervision duties in the house and being involved generally in the house community.

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 School depends upon teachers who, for example, coach games, direct plays, support and organise Society meetings and take pupils on trips to concerts/theatre locally and in London in addition to termly duties.



YOUR CAREER AND DEVELOPMENT

TEACHING RESPONSIBILITIES

Teachers at Cranleigh are responsible for delivering inspirational and informative lessons to the full age and ability range of pupils at the School and are responsible for the quality of learning of each individual pupil within their classes. Teachers must make the education of their pupils their first priority and should aspire to teach to the highest possible professional standards, supporting and upholding the Aims and Ethos of the School. Teachers' performance will be assessed against the Teachers' Standards to a level that is consistent with what should reasonably be expected of a teacher in the relevant role and at the relevant stage of their career.

A TEACHER'S SPECIFIC DUTIES ARE:

- to prepare and deliver high quality lessons and maintain a stimulating classroom environment, in accordance with the schemes of work as directed by the Head of Department;
- to demonstrate a positive and confident rapport with our students, possessing effective classroom management skills and strong excellent communication skills to enable effective dialogue with students, parents, staff and visitors alike;

- to be well-organised and self-motivated, meeting targets and deadlines and performing well and remaining professional whilst under pressure;
- to assist the Head of Department in routine tasks such as: the setting and marking of internal exams; attending departmental meetings; keeping records of assessment; advising on equipment requirements; running departmental clinics, departmental planning, etc.
- to demonstrate a strong commitment to personal continuous professional development and to display a smart and professional appearance, representing the School in a positive, professional manner.

For most teachers, a typical working day begins when lessons start each morning at 8:30am. There are Chapel Services on two mornings per week before lessons begin and whilst teachers are welcome to attend, it is not compulsory. The School operates on a weekly timetable, with 30 50-minute lessons each week. There are five or six lessons each day from Monday to Friday and on Saturday the pupils have three lessons in the morning before sports fixtures in the afternoon.

OUR BURSARIAL TEAM

Jane Underdown (Director of Finance) and **Paul Dunn** (Director of Operations).

We have both worked for Cranleigh for over a decade, and now take a lead in all financial and operational aspects of both Schools as well as working on future developments. Impressive, strong schools like Cranleigh can sometimes be likened to large tankers – completely capable of changing direction, but it's best to have as much warning as possible about an impending turn! The last few years have seen the School needing to be more agile than it is perhaps used to being, but Cranleigh has come out of this period of turmoil stronger than it was. This is largely down to our brilliant team of staff, which is why we are delighted that you have shown an interest in working with us.

Cranleigh has wonderful facilities in a beautiful setting, with some excellent benefits attached to employment, but people are what make working here special and they are our greatest asset. No less important than our excellent teaching team, our bursarial team

contains in the region of 250 people who work on the operational side, keeping the Schools' bursarial support running. Managing people in an environment that is compassionate and friendly yet still professional and fair is not always straightforward, but it is the most important thing that we try to do. The reality about working here is that it is generally both busy and fulfilling, but with the pragmatic understanding that no workplace, or job, can be absolutely perfect all of the time. We expect and support high professional standards in all areas, and a loyalty to the School's values that fosters trust, openness and a can-do attitude to work and making things better, whatever your sphere of expertise.

We believe Cranleigh gains material advantage when our staff often go the extra mile to meet — or exceed — the needs of our pupils and parents, but the flip side to this is that there is a strength in the community here that supports people to develop professionally or provide much needed stability when someone is going through a rough time, as we all do from time to time. If that sounds like the sort of organisation that sits well with your own ideas and values, then we'd be delighted to receive an application from you.

TERMS AND CURRENT BENEFITS

Our team at Cranleigh thrives in the busiest working environment and demonstrates a genuine commitment to the School. We hold high expectations of team members, as they do of us. We offer a supportive community environment and a wide range of benefits including:



ANNUAL LEAVE

Bursarial roles have five weeks annual leave plus bank holidays, excluding those that fall in term time.



COUNSELLING AND LEGAL ADVICE SERVICE

A free, confidential 24-hour telephone service available 365 days per year.



SALARY

Competitive salary commensurate with qualifications and experience. There is a standard probationary period of 12 months and appointment is subject to Safer Recruitment pre-employment checks including satisfactory references and a DBS check.



LIFE INSURANCE

This is automatically provided for eligible team members (not linked to pension).



MUSIC AND THEATRE

We are very proud of our music and theatre productions. 'Drama is a particular jewel in the crown' - *The Good Schools Guide*. Members of our team are able to book free or subsidised tickets for these events.



EYE TESTS

Free eye test and contribution to glasses for those eligible under the DSE regulations.



PENSION SCHEME

Auto-enrolment to a School pension scheme.



ENVIRONMENT

Set in a stunning rural location on the edge of the Surrey Hills.



CYCLE TO WORK SCHEME

A tax-efficient scheme available to all eligible team members to enable ownership of a new bike without all the upfront costs.



FOOD

We offer a range of free healthy, nutritious lunches in our beautiful dining hall, during term time.



PARKING

Free parking on site.



SPORTS CENTRE MEMBERSHIP

Cranleigh School sports club offers an array of facilities including a 9-hole golf course, 12 outdoor hard tennis courts, a large indoor sports hall, 25 metre indoor pool, and fitness studio. Football, Badminton and Yoga sessions are also available for the whole team.



ACCOMMODATION

Unfurnished housing may be provided for certain roles. This will be specified on applicable adverts.



WELLBEING

Cranleigh prioritises wellbeing strategies to create a positive workplace culture.

WHAT IT'S LIKE TO WORK HERE

“ WE ENCOURAGE AN INCLUSIVE CULTURE THAT STANDS AGAINST DISCRIMINATION IN ALL ITS FORMS ”



“ DAVID MULAE – ASSISTANT HEAD PASTORAL

Having joined Cranleigh in an SMT role as Assistant Head Pastoral I have been impressed with how committed the staff body here is to supporting pupils and providing excellent pastoral care, how well colleagues have received and reacted to inclusion initiatives, and to just how warm and welcoming everyone has been to me and my family. I already feel a full part of the Cranleigh community and feel like I truly belong here. The work is interesting, varied, and we do work hard, but colleagues are supportive and we genuinely do look out for each other. Do consider applying, there is something special going on here and I would love for you to consider adding your skills and experience to our community. ”



SENSE OF COMMUNITY

Gerald embodied the positive community feel at Cranleigh – he came to work for the School in October 1958 as part of the Bursarial team, and stayed with us until his retirement 54 years later. Even after retirement, Gerald remained a key part of the School community and he was looked after by the School until his death in 2020. His memory is still very much interwoven in the fabric of Cranleigh and the time Gerald had with us over so many years is quite a special story to us.



OKSANA BURT — LIBRARIAN

“ Having worked in the hostile world of Ukrainian politics, it is a real joy to work in such a friendly, supportive and fun environment. It always amazes me how quickly my colleagues support one another in any way they can.



HELEN CARSON — HEAD OF ECONOMICS

“ My role at Cranleigh is varied! That’s what I love about it. On any given day I can find myself supporting girls in the boarding house, out on the sports field fine-tuning skills and developing tactics, or in the classroom teaching subjects that I’m passionate about. Every day brings something new to the table. I spend my day being greeted by friendly faces around campus — students, bursarial staff and other teachers. Everyone supports one another in all that life brings with it.



OFFER CONDITIONS

- The School is committed to safeguarding and promoting the welfare of children and young people and expects our team and volunteers to share this commitment.
- All shortlisted candidates will be required to complete a 'suitability to work with children: self-declaration form'. This form must be completed, signed and returned to HR prior to the interview taking place.
- The successful applicant will be subject to satisfactory completion of a number of pre-employment checks including, but not limited to, a Disclosure and Barring Service check, Children’s Barred list check, and satisfactory references.
- It is the School’s policy to employ the best qualified individuals and to provide equal opportunity for the advancement of our team including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age.
- In line with KCSIE guidance, at the point of offer of a role with the School, we will undertake relevant checks on your publicly available online and social media presence. Any concerns or issues arising from the checks will be discussed with you as part of our Safer Recruitment processes.



MARTIN CROOK — ART TECHNICIAN

“ There is a great atmosphere here at Cranleigh and a real sense of camaraderie among all of the staff and students. I really enjoy working in the Art Department. It’s a great team, and while we all take our roles very seriously, we have a lot of fun working together. I have made many friends here in a very short space of time. It’s a great place to be. I always look forward to coming to work.



HOW TO APPLY

If you wish to be considered for this role, please complete an application form via our website. Only applications submitted on the School’s Application Form will be considered.

Applications will be considered as they are received and the vacancy may therefore close earlier than advertised on the website.

Applicants must have the right to work in the UK.

Please contact personnel at recruiting@cranleigh.org or by telephone on 01483 542128 if you have any further questions.

Cranleigh aims to be more diverse and more representative of wider society. We welcome and encourage job applications from people of all backgrounds and, where candidates are of equal merit, we reserve the right to appoint the candidate who has a protected characteristic that has been identified as underrepresented by the School for a relevant role.

REBECCA SCOTT – HOUSEMISTRESS AND PE TEACHER

“ No day is the same at Cranleigh. I have titles but they encompass so many things; Housemistress, teacher, sports coach, mum, confidante, problem solver and counsellor. What I like most about the community is that it really is a community- rather than just saying that it is. The place is filled with families young and old and we are part of the village which is so lovely. I have been offered so much support as a colleague, and also as a friend.



HOW TO FIND US

