



DORSET HOUSE SCHOOL

Lancing College Family of Schools



Head of English and Form Tutor

With the option of a Director of Studies maternity post for the right candidate

DORSET HOUSE SCHOOL

INFORMATION FOR CANDIDATES



LETTER FROM THE HEADMISTRESS

Dear Applicant,

Thank you for your interest in the position of Head of English and Form Tutor at Dorset House School. This is an exciting opportunity to join our vibrant and nurturing community at a pivotal point in our development.

Dorset House is a school with a long and proud tradition of inspiring young people to be curious, thoughtful and ambitious. Our dedicated staff create an environment where children are encouraged to think deeply, express themselves confidently and develop a lifelong love of learning.

As Head of English, you will lead a vital academic area of the school, shaping pupils' skills, creativity and confidence in reading, writing and communication. As a Form Tutor, you will play a central pastoral role, supporting our oldest pupils as they prepare for their next steps and assume positions of leadership within the school.

For the right candidate, there is also the opportunity to take on the Director of Studies role as part of the maternity cover, contributing more broadly to the school's strategic academic leadership.

This role also sits within the wider context of Dorset House's strengthened position as part of the Lancing College family of schools. Our collaboration with Lancing College and the two prep schools in Hove and Worthing offers extensive opportunities for curriculum continuity, staff development, shared events and academic enrichment across the group. As Head of English, you will have rich opportunities to work closely with colleagues beyond Dorset House.

We are looking for an inspiring, knowledgeable, and committed educator with excellent subject expertise, a passion for teaching English and a pastoral approach rooted in warmth, integrity, and ambition for every child.

Thank you once again for your interest. I look forward to learning more about you.

Warm regards,

Sarah Sutherland-Booth
Headmistress





Head of English

RESPONSIBLE TO: Headmistress via Director of Studies

START DATE: 1st September 2026

ADDITIONAL OPPORTUNITY: Director of Studies maternity cover may be available for the right candidate.

We are seeking an inspirational and energetic Head of English who will lead the teaching and learning of English across the school, ensuring the curriculum is modern, engaging and academically ambitious.

The successful candidate will contribute fully to the academic and wider life of the school, promoting a culture where pupils develop confidence, creativity and a love of language.

In addition, the post includes the role of Year 8 Form Tutor, supporting the pastoral, social and academic development of our senior pupils as they prepare for senior school entry.

This role offers exciting opportunities to collaborate across the Lancing College group, including curriculum continuity, group-wide CPD, joint events and academic enrichment programmes

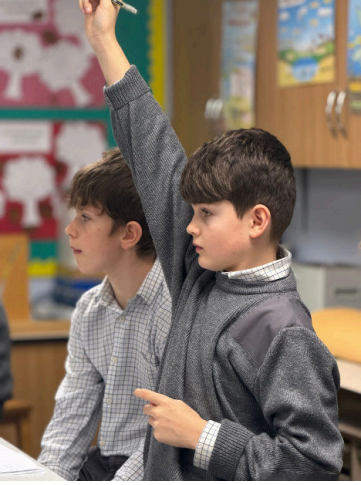
KEY TASKS & RESPONSIBILITIES

Leadership of English

- Lead the English Department, taking responsibility for curriculum design, development and delivery across all year groups.
- Ensure the English curriculum is exciting, relevant and reflective of current best practice.
- Develop resources, programmes of study and teaching approaches that inspire and challenge pupils.
- Maintain high expectations for teaching, learning and pupil achievement.
- Oversee assessment practices, pupil tracking and progression in English.
- Maintain strong communication with parents regarding the curriculum and pupil progress.

Teaching and learning

- Deliver high-quality English lessons that motivate, support and stretch pupils.
- Set, mark and assess work to ensure strong academic and personal development.
- Maintain exemplary classroom practice and uphold the highest standards of pupil behaviour.
- Stay up to date with current educational thinking and contribute to the review of relevant policies.
- Collaborate with colleagues within the department, across the school and across the Lancing family.



To contribute to the wider life of the school

- Contribute actively to the broader life of the school, including pastoral duties and enrichment activities.
- Support school events, productions, trips and key community occasions.
- Assist with marketing and communication initiatives where appropriate (e.g., departmental highlights).

Form Tutor Responsibilities

As Form Tutor, the postholder will:

- Provide exceptional pastoral care to the pupils, nurturing confidence, independence and responsibility.
- Support pupils' academic progress, liaising with subject teachers and ensuring each child is supported and challenged.
- Prepare pupils for senior school transition, including interview preparation, personal skills development and readiness for increased independence.
- Monitor wellbeing, behaviour and peer relationships, addressing concerns with sensitivity and clarity.
- Lead form time sessions that promote leadership, service, kindness, resilience and personal organisation.
- Maintain excellent communication with parents, offering timely updates on academic, social and pastoral matters.
- Encourage pupils to model the school's values and contribute meaningfully to the leadership culture of the upper school.

Director of Studies — Additional Maternity Cover Opportunity

For a candidate with suitable experience and aptitude, this role may include maternity cover for the Director of Studies.

Responsibilities may include:

- Oversight of academic provision, ensuring high-quality teaching and coherent curriculum planning.
- Leadership and line management of subject leaders and Heads of Department.
- Effective use of assessment and tracking systems to monitor pupil progress and attainment.
- Coordination of academic initiatives, policies and development priorities.
- Collaboration with the Senior Leadership Team on whole-school academic strategy.

This combined role offers excellent professional development for someone looking to broaden their leadership experience.



THE CANDIDATE

Essential

- Recognised teaching qualification (QTS or equivalent).
- A highly motivated, inspirational teacher with excellent subject knowledge.
- Ability to lead a department with clarity, confidence and creativity.
- Strong pastoral instincts and a genuine commitment to pupils' wellbeing.
- Excellent communication skills, both written and verbal.
- Strong organisational skills and a proactive approach to teamwork.
- Commitment to continual professional development.
- High standards of personal presentation and professional conduct.

Desirable

- Previous experience as a Head of Department.
- Experience contributing to curriculum development or school-wide initiatives.
- Willingness to contribute to a broad co-curricular offer.

SAFEGUARDING AND COMPLIANCE

Dorset House School is committed to safeguarding and promoting the welfare of children.

All appointments are subject to:

- Enhanced DBS clearance
- Satisfactory references
- Verification of identity and qualifications
- Overseas police checks if applicable
- Online search checks in line with Keeping Children Safe in Education

Measure of Success

Success in this role will be demonstrated by:

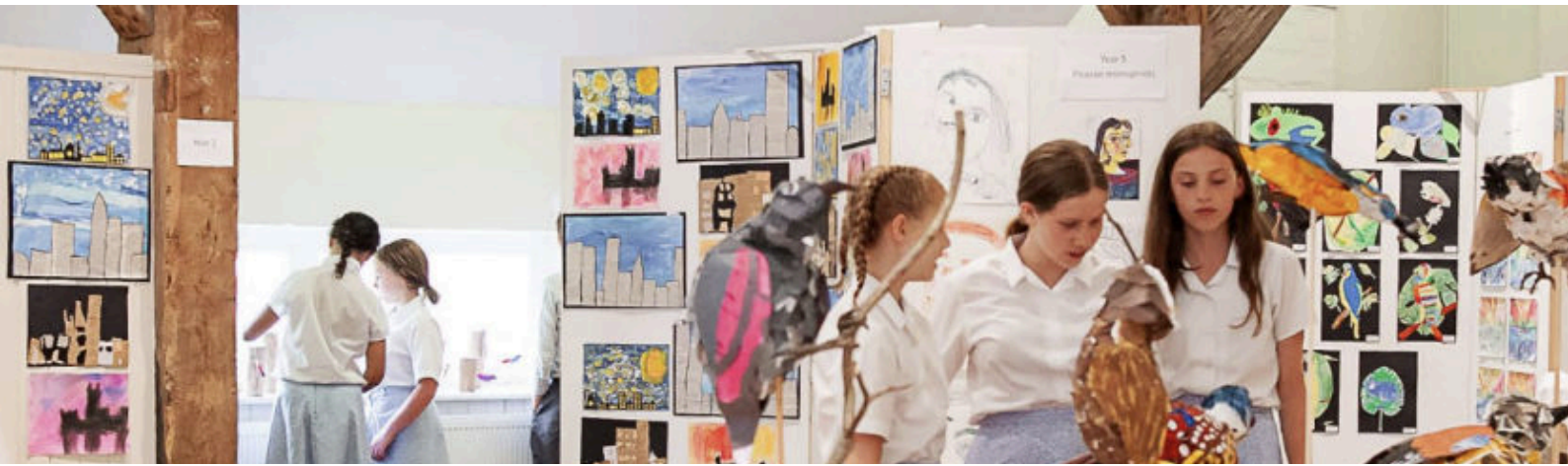
- High standards of teaching and learning across the English department.
- Strong pupil progress and enthusiasm for English.
- A well-supported Year group cohort
- Effective collaboration across the Lancing family of schools.
- Visible and meaningful contributions to the wider life of Dorset House.

Collaboration with the Lancing College Family

As Dorset House further strengthens its position within the Lancing College family of schools, the Head of English will benefit from:

- Extensive cross-school collaboration with Lancing College, Lancing Prep Worthing and Lancing Prep Hove.
- Opportunities to contribute to curriculum continuity across all four schools.
- Access to shared CPD, leadership development and subject-specific training.
- Participation in group-wide academic events, competitions and enrichment days.
- Strong, supportive professional networks that foster ambition and shared excellence.

This partnership is warm, collegiate and forward-looking, offering exceptional opportunities for professional growth and innovation.



APPLICATION PROCEDURE

Applications must be submitted using the Dorset House School application form by 9.00am Thursday 26th February and the role will commence 1st September 2026.

A covering letter addressed to the Headmistress, Mrs Sarah Sutherland-Booth, outlining your interest in the role should accompany your application.

Please include the names and contact details of at least two referees, one being your current or most recent employer.

Informal conversations about the post may be arranged with the headmistress via Sarah O'Brien, Head's PA; sobrien@dorsethouseschool.com

The school reserves the right to interview and appoint before the published closing date.

TERMS AND CONDITIONS

- Start date: 1st September 2026.
- Salary commensurate with experience.
- APTIS Pension scheme available.
- Fee remission may be available in accordance with school policy.
- On-site accommodation may be available, subject to the undertaking of boarding duties.

About Dorset House School

Dorset House School is a vibrant and welcoming preparatory school set in the beautiful village of Bury, near Pulborough in West Sussex. As one of the oldest prep schools in the country, Dorset House enjoys a rich heritage and a reputation for developing confident, well-rounded children who love learning and embrace challenge.

Our unique rural setting provides an exceptional environment for childhood: open space, woodland, and historic buildings that together create a sense of freedom, creativity, and adventure. We nurture curiosity, individuality, and character through a balanced curriculum, outstanding pastoral care, and extensive opportunities for sport, music, art, outdoor learning, and leadership.

Dorset House recently joined the Lancing College family of schools, benefiting from the shared expertise, values, and educational vision of one of the region's leading independent school groups. This partnership enhances our ability to offer an ambitious, enriching education while maintaining the warmth and close-knit community that define Dorset House.

We believe deeply in kindness, integrity, and mutual respect. Our school is committed to providing a happy, inclusive, and aspirational environment where every child is known, valued, and encouraged to flourish.