



PEPONI

SCHOOL

DIRECTOR OF STUDIES / ASSISTANT HEAD

(With subject teaching of English or RE/RS)

FOR SEPTEMBER 2024

BRIEFING FOR CANDIDATES

Application closing date 4th March

Initial interviews will commence in London in late February, Nairobi in early March, and online straight away, so please apply as soon as you can.

Welcome

Kenya is a genuinely spiritual and highly cultural country with a fabulously friendly and energetic people. It is a truly great place to work and it has been, for some time, a hub of quality forward-thinking education.

Peponi School is one of the country's leading schools and our vision goes even higher, with an aim of being the very best School in East Africa, incorporating the values of our country with the ambitions of our families. We are a very successful and busy school with ambitious pupils, delightful parents and an enthusiastic Common Room. We have enjoyed continued development of our campus and are currently settling into yet more new facilities.

Our pupils are equipped to take on the challenges of any degree programme at universities across the world. We currently have former pupils studying on four continents and at the very best universities, taking on a myriad of courses from the more predictable

engineering, medicine and law to the more elaborate music technology, microelectronics and therapeutic sciences. Most importantly we encourage our students to become part of a wider society and capable citizens of a global world. They are happy, ambitious and successful young men and women who leave us well prepared for the challenges of life beyond Peponi, and often, Kenya and Africa.

We constantly review our practice and are currently developing a curriculum that allows all children to excel and gives them experiences of senior school education that compete with the best schools on the international stage.

This is a rare opportunity to join us at a senior level and take responsibility for a group of academic departments. I am keen to appoint an enthusiastic professional with energy and aspiration, someone who wants to be part of a community emboldened by success and committed to

developing the minds and skills of young people. Kenya is a land of opportunity and at Peponi we aim to give our students as much opportunity as we can.

Join us and you will be part of a dynamic community with a passion for life in Kenya and here at Peponi. All of us here enjoy what we do and we derive great satisfaction from seeing our pupils thrive. If appointed, you too will have a great quality of life with a high standard of domestic, professional and pastoral peace.



Mark Durston
Headmaster



Background Briefing

Ethos

The overall ethos of all Peponi Schools is strongly child-focused and everything that the school does is aimed at caring for the children and giving them the best possible education and care. Academic teaching, skills development and individual encouragement are taken extremely seriously. The children are encouraged to develop a true love for learning and enjoying exploring new ideas. Our pupils are educated to believe in themselves, to be inquisitive, to be resilient and to be

ambitious. Peponi School is challenging, fun, exciting and incredibly satisfying. Our campus environment ensures that pupils are immersed in an educational world where learning is central to all activities.

The school's religious affiliation is Christian but with so many nationalities and faiths represented within the community the children, staff and parents appreciate and celebrate the beliefs, practices and cultures of others.

The following is an extract from the school's honour code:

"We all desire a community in which trust, goodness, security, discipline, happiness, and respect are prevalent for their own sake and are practised in our daily lives. To be an honourable member of Peponi School is to employ goodness, respect, discipline, truthfulness, knowledge, and civility. While we all come from different backgrounds, religions, and systems of morality, it is our responsibility as a community to preserve the ideals that we deem necessary to maintain a beneficial learning environment".



The Education

Peponi School offers a well-balanced holistic education that values character and the spirit of excellence. Along with our Preparatory School, Peponi House, Peponi School wants more for its children than entrance into university.

Whilst we believe in a quality academic education we believe more in giving children and young adults an excellent grounding for life. The school goes beyond the demands of IGCSE and A Level; it incorporates essential academic learning with a distinctive Kenyan feel and, as series of independent projects, many aspects of learning techniques are developed beyond the classroom.

In line with the Kenyan education system more generally, an understanding of how

and why things happen is much more important than the knowledge of obscure facts and figures. Thinking skills, learning skills and leadership skills have long been among the strengths of a Peponi education and the school has been working to enhance these areas, along with developing self-directed learning, creativity and innovation and problem solving skills.

The school prides itself in catering for a wide range of abilities and is very good at helping children transition from Prep and Primary school into a demanding senior school environment. Our teaching is excellent and recent inspection reports continue to praise our teaching and learning as “outstanding,” along with the care that we provide for all of our children.



The Curriculum

This is broadly based on what is currently taught in the majority of British independent schools. This is governed by the syllabuses set to IGCSE and A Level examination and pupils are prepared for both levels at the end of Year 11 (Upper V) and Year 13 (Upper VI) respectively. We aim to go beyond the demands of the constraints of these syllabuses and we have designed our curriculum to ensure that thinking and learning skills remain central to what we are achieving. Our recently introduced Peponi Awards scheme supports us in this quest and incorporates our ethos of good learning with our desire to be holistic in our educational approach. We want our pupils to leave Peponi School with

highly developed skills and an ability to carry out research and to be able to critically analyse literature.

What is central to Peponi's education is not limited to the classroom and what occurs beyond those walls is of great importance to the life of our pupils. Sport, music, the arts, debating and the great outdoors are all important. Culture, creativity and spirituality are all vital in a Peponian's development and there are plenty of opportunities provided to allow these to develop. Within the arts, the performing arts enjoy a particularly high profile and both Music and Drama are recognized as great strengths in the school.

The Staff

Peponi School enjoys a large Common Room of dedicated and specialist staff. In total there are over 40 full time members or teaching staff, an array of visiting specialists to the sport and music departments, technicians for Science, IT and Art and a large support staff that help to make our lives at Peponi School comfortable, industrious and enjoyable. All of our departments are very strong and we are fortunate to have a dedicated and passionate staff team.



Background Briefing continued

Facilities

Peponi School has a very spacious campus occupying over 65 acres about twenty kilometres outside of the centre of Nairobi. We are nestled in a much larger ranch that offers us a beautiful rural setting away from the rush of a busy city.

We have undertaken considerable development of our facilities over the last five years and the campus contains a wonderful range of state of the art buildings. These provide excellent classrooms and laboratories and are fully equipped with educational technology.

Our new School Hall takes pride of place and is an immensely versatile performing arts facility, with a large stage and retractable seating. It can fit nearly 800 people and the sound and lighting features amongst the best theatre provision in East Africa. We also have a small drama studio which is used for smaller audiences of up to 120 people.

Our new sports facilities boast a running track, squash courts, a golf driving range and one of the best cricket ovals and squares in the country. These have significantly boosted what were already outstanding facilities – a swimming pool, all-weather tennis and basketball courts, and superb football, hockey, netball and rugby pitches.

We are constantly updating and extending our facilities, all as part of our overall aim of being the very best school in East Africa, so as to give our students have every opportunity to find and develop their personal interests.

Class Sizes and Teaching

The school has 300 pupils from years 7 (Form I) to 13 (Upper VI). In the Lower School forms are arranged into classes with about 20 pupils per class. The Upper School (VI Form) enjoys smaller classes of no more than 16 in the more popular subjects.



Background Briefing continued

Governance and Direction

Peponi Schools are owned and run through a limited company, School Operators Limited. There are three Directors, each bringing considerable personal and professional ability.

The three schools in the group are run separately, but clearly with a lot of collaboration. The Board provides the overall direction and oversight and the Heads and the schools have one Director as their key link with the Board. There are strong partnerships between the Heads and the Directors and the schools have flourished as a result of this high level of teamwork.

Rounding off this top team, the schools share a very good Bursar who provides specialist financial input to all parties and reports directly to the Directors. He is highly regarded as an expert friend and facilitator, and also manages the day-to-day finances and business administration.

The SLT is an energetic and enthusiastic team, consisting of the Headmaster along with the Academic and Pastoral Deputies.



Life in Kenya

Kenya is a beautiful country, full of opportunities to explore and relax. If you join us you will enjoy an excellent quality of life, set in beautiful surroundings with all the city amenities only a short distance away.

Nairobi is a cosmopolitan city with something for everyone, whether it is socialising with friends or having a family day out. Work life balance is important and working hard means you can also play hard. We are 40 minutes' drive from the airport and which means you can hop on a plane and arrive 1 hour later in Mombasa, on some of the world's most beautiful beaches.

The climate is perfect, in the day it is not too hot around 27 degrees, and of an evening it cools down so you can enjoy a good night's sleep. You will be given excellent accommodation on our school compound, which is safe and private. You will also have access to world-class healthcare.

But life in Kenya can also come with some frustrations. Real poverty does exist in many areas and the contrast with school life can be upsetting and unsettling. Driving in Kenya can be seen as challenging, however this is something you do get used to and adapt to very easily. Personal security also requires a degree of caution in some areas, as it does in most countries around the world.

All this is not for everybody, but Kenya and Nairobi offer a dramatically more pleasant living and working environment than many other countries and other cities worldwide. At Peponi you would be part of a large family and friendly ex-pat community, with excellent opportunities for family life and, if you have children, for their own experience and memories.

The school has prepared a separate briefing document on life in Kenya, which can be downloaded from the TES advert.



The Position - Director of Studies / Assistant Head

This is a key role, one of two which each lead half of the academic functions. We envisage that the successful candidate will be given the STEAM subjects, though we are also considering creating a third role at this level, in which case the portfolio might change.

The role has broad scope, together with all the exciting opportunities that advanced technology will bring over the next few years. Working closely with the Deputy Head and with your counterpart in the Humanities area, you will take our teaching and learning to the next level by enriching the curricula and energising and developing your teaching colleagues.

At Peponi we practice what we preach, so you will also have your own (manageable) teaching timetable. We envisage that you will teach English or RS/RE.

As well as being an established or aspiring senior leader, you must be an exceptional classroom practitioner, both so that your own lessons are truly excellent and so that you can assess and develop your colleagues.

Our approach is to stimulate pupils rather than just teach them, truly understanding each individual and providing appropriate encouragement and support to help them achieve their full potential. With both pupils and staff you will be energetic and enthusiastic, able to be creative, and able to use different communication styles and techniques to maximise your effectiveness.



Personal Profile

The ideal candidate should have the following:

Essential

- Sound experience in quality schools including exposure to, if not direct experience in, subject and department leadership
- Personal experience of teaching to A level, ideally English or RS/RE
- Outstanding communication skills, commanding respect from pupils, staff and parents
- Excellent administrative and organisational abilities with accomplished ICT skills
- Vision and drive for producing high class lessons and activities
- A team player with sound interpersonal skills and sensitivity
- An understanding of, and committed, to Peponi's ethos as outlined above
- Well-informed of current educational issues in boarding schools and secondary education
- An obvious commitment for pupil welfare and safeguarding
- Broad awareness of legalities and good practice within schools

Desirable

- Experience of working in an independent senior school would be a distinct advantage but is not essential. We do however look for empathy with the expectations of fee-paying parents.
- Dynamism, passion and energy, and a sense of fun as well as a serious side



Job Description

for all Members of Common Room

All teachers at Peponi School have the following areas of responsibility and key tasks.

Planning, Teaching and Class Management

- identifying clear teaching objectives and specifying how they will be taught and assessed;
- setting tasks which challenge pupils and ensure high levels of interest;
- setting appropriate and demanding expectations;
- setting clear targets, building on prior attainment;
- be aware of and make provision for pupils who are SEN, very able or who have other particular individual needs;
- providing clear structures for lessons maintaining pace, motivation and challenge;
- making effective use of assessment and ensure coverage of programmes of study;
- ensuring effective teaching and best use of available time;
- maintaining discipline in accordance with the School's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework;
- using a variety of teaching methods to:
 - i. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
 - ii. use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
 - iii. select appropriate learning resources and develop study skills through library, ICT and other source ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught; evaluating own teaching critically to improve effectiveness;
- ensuring the effective and efficient deployment of classroom support;
- liaise with the Head of Faculty to ensure the implementation of department policy and best practice.



Job Description

for all Members of Common Room continued

Monitoring, Assessment, Recording, Reporting

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching. Mark and monitor pupils' work and set targets for progress.
- Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving.
- Undertake assessment of pupils as requested by examination bodies, departmental and school procedures. Prepare and present informative reports to parents.
- Undertake assessment of pupils and participate in the School's system reporting to parents.

Curriculum Development

- Have responsibility for a subject or aspect of the School's work and develop plans which identify clear targets and success criteria for its development and /or maintenance.
- Members of the Peponi School Common Room are all expected to make substantial contributions to the extracurricular programmes and to support the boarding ethos of the School. In particular, they will:
 - Be a tutor to an assigned group of pupils; be assigned to one of the School Houses;
 - Be expected to promote the general progress and well-being of individual pupils and of the tutor group as a whole; liaise with the pastoral leadership to ensure the implementation of the School's pastoral system;
 - Register pupils, encourage their full attendance at all lessons and their participation in other aspects of school life; contribute to the preparation of action plans and progress files and other reports;
 - Alert appropriate staff to problems experienced by pupils and make recommendations as to how these may be resolved;
 - Communicate, as appropriate, with parents of pupils and persons or bodies outside the school concerned with the welfare of individual pupils, after consultation with appropriate staff;
 - Contribute to PSHE.



Job Description

for all Members of Common Room continued

Other Professional Requirements

Members of the Common Room must:

- have a working knowledge of teachers' professional duties and legal liabilities; operate at all times within the stated policies and practices of the School;
- know their subject(s) or specialism(s) to enable effective teaching; take account of wider curriculum developments;
- attend all Common Room and departmental meetings;
- establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- endeavour to give every child the opportunity to reach their potential and meet high expectations;
- co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and pupils;
- always be dressed in an appropriate and professional manner;
- contribute to the corporate life of the School through effective participation in meetings and management systems necessary to coordinate the management of the School;
- take part in marketing and liaison activities such as Open Days, Parents Meetings and events held in conjunction with our partner school, Peponi House Preparatory School;
- take responsibility for their own professional development and duties in relation to school policies and practices; liaise effectively with parents.

Whilst every effort has been made in this document to explain the main duties and responsibilities of members of the Common Room, each individual task undertaken may not be identified. All teachers at Peponi School will be expected to comply with any reasonable request from Heads of Year or Department, or from members of the SLT to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.



Remuneration, Terms and Conditions

The initial contract is for two years, renewable thereafter.

New members of the teaching staff will report to the Headmaster, Mark Durston.

All members of the academic staff are well remunerated, taking into account a qualified teacher's years of fulltime experience and their responsibilities.

Benefits include:

- On-site accommodation
- membership of school pension scheme
- medical insurance
- interest-free car loan
- generous educational concessions (for teachers with children of prep/secondary school age)
- flights for expatriate teachers at the beginning and end of a two year contract and annually thereafter

Employment offers and appointments will be dependent on:

- two satisfactory references including one from your current or most recent employer
- an ICPS and/or UK DBS Enhanced Clearance and barred list check and/or the equivalent in other countries
- proof of qualifications
- proof of your entitlement to work in Kenya and the granting of a work permit, if necessary
- The school's proprietor is a private Kenyan company, School Operators Limited.



Application Process

To apply, simply download the Application Form, which is a Word document and easy to type into. Don't worry about page breaks or formatting. When you have finished, please e-mail it to the Headmaster, Mr. Mark Durston, at applicants@peponischool.org.

Please apply as soon as you can. Initial interviews will be held in London in late February and in Nairobi in early March, as well as online. We will arrange these as soon as we hear from suitable candidates.

To make things simpler for you, we do not need a cover letter or a CV as the form includes a personal statement, but do use the e-mail to mention anything we can do to help you. There is also no need to send qualifications or certificates at this initial stage.

Confidentiality

- References will only be requested at interview stage and we will let you know before we approach referees.
- Please let us know if you have any specific concerns about referees being contacted.

The school website contains lots of other information and many of the School's policies. If you have any questions, please feel free to contact us in strict confidence, using the e-mail address above. The Headmaster will be happy to help.

Thank you for your interest in Peponi School. We look forward to hearing from you and, hopefully, to meeting you in person.

Peponi School is committed to safeguarding and promoting the welfare of children. Applicants will be subject to child protection screening, including checks with past employers, the UK Disclosure and Barring Service and/or authorities in other countries.



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