



Applications are invited for the post of Director of Studies for April 2017

Ardvreck School was established in 1883 and is one of the few remaining IAPS Boarding Schools in Scotland. There are currently 110 pupils from between the ages of 3 and 13. Pupils follow the ISEB Common Entrance and Scholarship syllabus and they move to the top public schools in the United Kingdom.

Aims and Ethos of the School

Ardvreck is a thriving, happy and caring school where all children are given a wide range of opportunities to develop their full potential whilst carefully nurturing their self-belief and confidence.

We give each child time and space, respect and encouragement. They need the warmth and security, which allow all children to develop their own special talents and personalities. Our environment promotes an independent work ethic and we encourage all pupils to acquire a love of learning.

We have the highest aspirations for every child and aim to offer an academic challenge that enables all children to realize their full academic potential. We are a happy school where pupils are able to attain high academic standards whilst feeling valued and encouraged as an individual.

We look to provide a wide range of cultural, sporting and adventurous activities for pupils to enjoy and through which they can learn to work co-operatively and to take a lead.

We encourage individuality and initiative and help children to develop the attributes and values of being courteous, responsible, pro-active and engaging.

During their time at school, each child is encouraged to take on a leadership role and this enables the individual to have a deeper and richer understanding of a sense of service. Such service supports others, but also helps the children become more socially aware, helpful and responsible individuals.

Application and Terms

Please include a full CV showing months and years in employment and providing full contact details/ addresses of two referees (including telephone numbers).

Appointments will be conditional on references acceptable to the school and subject to a satisfactory Scheme Record under the Protection of Vulnerable Groups legislation.

Candidates must apply using the application form and must write to the Headmaster, Ardvreck School, Gwydyr Road, Crieff, PH7 4EX.

The starting salary will depend on age, experience and qualifications.

Further details of the school can be found on the website at www.ardvreckschool.co.uk or by telephoning 01764 653112.

Ardvreck School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening including checks with past employers and undergo Disclosure Scotland.



Director of Studies

Job Description

The School has embarked on a programme to raise the standard of the academic provision and, as part of that programme, has employed a full time Learning Support teacher. We are now intending to build upon our current processes to reinforce the teaching practices, pupil support and organisation of the school programme.

The Director of Studies is a member of the School Senior Management Team and will report directly to the Headmaster. Other members of the Senior Management Team are the Deputy Head and the Bursar.

The role involves supporting the Governors, Headmaster and the School Management in ensuring that the pupils are provided with a high quality academic programme. The Director of Studies will have direct responsibility for the preparation of pupils sitting external 13+ entrance examinations to both day and boarding schools.

The Director of Studies will have a reduced teaching timetable. The ability to teach ICT at all levels and General Subjects to Junior/Middle School will be desirable but not essential, as all subjects will be considered.

The successful candidate will support the policies and ethos of the school, as well as playing a major role in the development of these policies and practices with particular emphasis on those connected with teaching and learning.

The role of the Director of Studies will be as follows:

Education

- In conjunction with the Headmaster, to review all administrative operations within the school, including resources
- To oversee the implementation of the expectations of HGIOS and prepare the school for academic inspection
- To implement an effective Pupil Tracking system
- To ensure Learning Support requirements are being met and oversee LS timetable
- Assist in the production of the Development Plan and, in particular, the educational elements of that plan for the school in support of the school's strategic objectives
- To oversee the GTCS membership and CPD throughout the school and assist in the appraisal of staff on behalf of the Headmaster
- In consultation with the Headmaster, develop the academic direction of the School, including monitoring overall quality of teaching and learning in line with the recommendations of HGIOS
- Liaise with the Head of Middle School regarding the curriculum for Forms 1-4 and to ensure smooth transition throughout the school
- In consultation with the Learning Support teacher, develop teaching and learning strategies in the school
- Assist the Headmaster in recruitment, appointment, management and welfare of staff
- Arrange annual staff teaching allocation and setting for future timetabling; advise Headmaster on staffing level
- Review balance and direction of the curriculum
- Review schemes of work and planning
- Monitor pupils' academic performance in internal and external assessments
- Conduct lesson observations, departmental reviews and professional reviews of HoDs
- Coordinate work sampling of pupils' work
- INSET: control the academic INSET budget; liaise with individual staff to meet their academic INSET needs; keep records of staff academic INSET



- Produce schedule of deadlines for reports and parents' meetings
- Organise and review report content, layout and production
- Oversee organisation of end-of-term reports and progress reports

Policy

- To oversee academic Policy Review, to compile and update policies relevant to academic provision on behalf of the Headmaster and, with SMT aid, review of all school policies
- To oversee the updating of the School Handbook
- Oversee the policies for HMI and compliance
- Review departmental documentation and school policies

Programme

- Chair the Heads of Department Meetings (HoDs) and organise appropriate programme of agendas
- With the SMT, is responsible for communicating to all staff the changes to routines in the school day

Pastoral/General

- Attendance and representation at school events
- Attend school events such as plays, concerts etc
- Take a share of assemblies and other official functions
- Share in the responsibilities of SMT decisions
- Attend the Governors' Academic Committee Meetings
- Take an active role with the boarding life of Ardvreck School

Director of Studies Attributes

Essential

- Degree level educated with relevant teaching qualification
- Membership of GTCS or eligible for GTCS membership
- Highly organised and first rate administrator
- Ability to teach General Subjects to Forms 3 and 4
- Strong team player and leader
- Ability to inspire and motivate others
- Positive and energetic
- Motivated by a desire for quality and excellence
- Evidence of being a good and outstanding teaching practitioner as a role model to others demonstrating innovative pedagogical practice
- Understanding current developments and challenges in the independent education sector
- Ability to implement strategies to raise achievement within a team
- Excellent ICT skills

Desirable

- Ability to teach ICT throughout school
- Experience in timetabling.

Flexibility

This job description reflects the main responsibilities of the post. However, the post holder should be willing to undertake any other reasonable duties as required by the Headmaster.



An application form is available from Mrs Murchie; office@ardvreck.org.uk

Once you have completed your application form, please email it, along with a short covering letter of no more than two sides of A4, to: Mrs Murchie; office@ardvreck.org.uk

Deadline for applications: Wednesday 30th November 2016

Interviews: week beginning Monday 5th December