



# Bishop's Stortford College

## Job Description

<u>Job Title Appointment:</u> Prep School Director of Studies	<u>Grade/Spine Point:</u>	<u>Salaried/Waged Appointment:</u> Salaried
<u>Establishment Details</u>		
<u>Governing Council Approval:</u> Yes		
<u>Staff Position Number:</u> TBC		
<u>Responsibility for Completion and Amendment:</u> Head of the Prep School		
<u>Date Implemented:</u>	<u>Review Date:</u> Ongoing	
<u>Line Management:</u> Head of the Prep School Deputy Head of the Prep School Post Holder		
<u>Subordinate Staff:</u> Prep School Teaching Staff		
<u>Main Duties:</u> See Attached Sheet		
<u>Technical Duties:</u> (where appropriate) See Attached Sheet		
<u>Other Tasks/General Duties:</u> See Attached Sheet		
<u>Qualifications/Experience/Training/Competences:</u> a. <u>Essential:</u> See Person Specification b. <u>Desirable:</u> See Person Specification		

Signed: W J Toleman

Appointment: Head of Bishop's Stortford College Prep School      Date: 8<sup>th</sup> May 2017

*The College reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.*

BISHOP'S STORTFORD COLLEGE  
MAIN DUTIES OF THE PREP SCHOOL DIRECTOR OF STUDIES

The Director of Studies will be a confident and effective communicator, command the respect of pupils, parents and staff, be an efficient administrator, uphold the traditions and ethos of the School and have the imagination and vision to help the School meet the challenges of a rapidly changing world.

The Director of Studies is a member of the Senior Management Team. His/her primary responsibility is for ensuring appropriate standards of learning, teaching and assessment in the school. The specific requirements for the Director of Studies are in addition to any duties set out in the Job Description for Assistant Members of Staff.

The Director of Studies reports directly to the Deputy Head of the Prep School.

*The points below are a general outline of the responsibilities the successful candidate will undertake but there is scope to develop the role more closely in line with the individual's particular strengths, experience and development needs.*

Academic Responsibilities:

- Plan the curriculum, in conjunction with Heads of Department, and in consultation with the SMT
- Organise and chair Prep School Heads of Department meetings at least once a term
- Ensure Heads of Department undertake departmental audits on rotation; review these audits and report outcomes to the SMT
- Produce an annual Director of Studies Development Plan which is presented to the SMT and Governors
- Evaluate and disseminate academic information from external bodies
- Liaise with the appropriate Pre-Prep and Senior School staff to ensure that curricula and Schemes of Work allow pupils to progress smoothly from the Pre-Prep to the Prep School and into the Senior School, this includes ensuring the smooth running of transfer exams
- By implementing a programme of observations, ensuring that the delivery of the curriculum is of the highest possible standard
- Ensure that all Departmental Handbooks are current and available
- Meet with tutors before Parents' Evenings to consult about their tutees
- Liaise with the Senior School over setting

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- Timetabling for the Prep School in consultation with the Pre-Prep and Senior School
- Oversee the smooth and appropriate running of termly assessments
- Oversee and co-ordinate NFER/CAT testing and to analyse data from internal core assessments, NFER tests, CAT results etc. and involvement in Entrance Testing as required
- Attend the College Education Committee and the College Digital Working Learning Group meetings
- Analyse and upload annual data on academic performance to the ISI website
- Liaise closely with staff and be a source of advice and support to the Head
- Oversee termly curriculum planning with Heads of Department, ensuring that the delivery of the curriculum is kept in line with the broad and agreed aims of the school
- Liaise with parents and pupils, when necessary, over academic progress on an individual basis
- Undertake a reduced teaching commitment as required

Management Responsibilities:

- Take an active role in the School's Senior Management Team
- Appropriate involvement in induction for new staff, including NQTs and acting as an NQT induction tutor when required
- Take a lead role in the allocation of pupils to forms and sets
- Assist the Head and Deputy Head in deciding the staffing of the curriculum
- Work closely with the Deputy Head and two Senior Teachers to ensure that school policies are regularly reviewed and updated
- Oversee the provision of Learning Support through liaison with the College Learning Support Department
- Responsibility for the reporting process
- Work closely with the talented and gifted co-ordinator to ensure appropriate provision for these pupils
- Assist with preparation for inspections, including liaising with the Deputy Head, to ensure that policies and other information is kept up to date and uploaded punctually for ISI
- Play a key role in the interviewing and appointment of new staff
- Appraise staff as required
- Arrange and deliver INSET for staff in consultation with the Deputy Head
- Liaise with the Deputy Head over the organisation of Transfer Evenings and deliver information alongside Heads of Year as necessary

The role may also include other responsibilities as delegated by the Head of the Prep School. This Job Description may be altered to meet changing needs and will be reviewed with the post holder. The Job Description is indicative of the nature and level of responsibilities associated with the post.

### **Safety, Health, Environment and Fire**

The job holder has a duty to take reasonable care to avoid injury to themselves and to others by their work activity, and to co-operate with the College and others in meeting the statutory requirement of the HASAW Act 1974. Report all accidents and near misses on the day they occur to the line manager.

The job holder is not to interfere with or misuse any equipment provided, in accordance with the act, to protect their health, safety or welfare. Ensure your working environment is safe and comply with all College risk assessments and policy directives.

### **Equality and Diversity**

The College is committed to providing equal opportunity to all employees and pupils. This means that employees and colleagues are to be treated fairly, irrespective of sexual orientation, ethnic origin, religion, disability, age, gender, marital status or other reason. The job holder is expected to always comply with the provisions set out in law and the College policies on equality and diversity.

### **Employment Terms and Conditions**

Full details of the terms and conditions are set out in a separate booklet that will be issued with this job description. The booklet is reviewed at regular intervals to ensure the College operates within current legislation and to take into account the introduction of new equipment, working practices and techniques. You will be sent amendments to the terms and conditions booklet when they are issued.