Appointment of the **Deputy Head Academic (Director of Studies)**

This is an extraordinarily exciting opportunity for the right candidate and combines some of the most desirable aspects of working in at the cutting edge of Teaching and Learning in a truly international context. We require from September 2018 (or earlier) a well-qualified colleague with experience of secondary/Sixth Form education with a proven track record of maximising the student experience. The Deputy Head Academic (formally DoS) is the educational leader of the school and will ensure the curriculum is implemented in order to maximize student outcomes. They will be a deputy to the Vice Principal as necessary, and, alongside the Vice Principal, will be responsible for the orderly operation of academia within the College in the absence of the Principal.

* **Key Relationships**
  + Line Manage the *Curriculum Directors/Heads of Department.*
    - Encourage, support and challenge CDs to maintain and raise academic standards and ensure they are fully delivering the college marking and assessment policies.
    - Oversee management of Study Supports Sessions every night in co-operation with Curriculum Directors
    - Ensure the efficient operation of homework and study support sessions ensuring that 100% of coursework is completed well before deadlines using homework sessions and study support as appropriate and hold Curriculum Directors accountable for this.
* **Others**
  + Line Manage the *Programme Coordinators* (Pre/AEP Coordinator, UFP Coordinator, A Level Coordinator and IBDP Coordinator).
  + Line Manage the *Teaching and Learning Coordinator*.
  + Line Manage the *Examinations Officer.*
  + In coordination with the VP, manage the activities of the *Data Manager.*
  + In coordination with the VP, manage the activities of the *Curriculum Officer.*
  + In coordination with the Principal, manage the activities of the *HE Office.*

**Quality Assurance and Upholder of Standards**

* The ‘Annual Return’
  + Provide the Public Examinations Performance Review and Annual Review of Statistics
* Continuous Scrutiny
  + Ensure a termly work scrutiny covering all academic areas
  + Ensure CDs complete the appropriate sections on the SEF (School Centre)
  + Ensure that Performance Management is completed on School Centre and relevant sections are kept updated
  + Undertake quality assurance of all academic reports ensure checks made by Curriculum Directors are reliable and effective and ensure all academic reports are completed and checked prior to dispatch
* Quality of Teaching
  + Develop, implement, manage and report on teacher observation programmes, to include regularly evidenced formal lesson observations and walkthroughs
  + In coordination with the VP and the appropriate CD, manage Academic Staff through appraisal processes, including the setting and review of Performance and Improvement Plans
* Take ownership of and monitor the designated relevant areas of the College Development Plan as identified by the Principal.

**Teachers and Timetables**

* Lead Academic Staff recruitment, interviewing staff and planning for effective delivery of the curriculum
* Lead on assisting and preparing the College timetable in consultation with the Vice Principal and Curriculum Officer and ensure the preparation of individual timetables for students and teaching staff.
* Participate in the recruitment of new College staff and identify staffing requirements for each academic intake.
* Provide general support and cover across the organisation at times of staff absences.
* Advise regarding staffing and logistic requirements arising in connection with the delivery of the curriculum, preparing stats for CATS Board Meetings and ensuring effective monitoring of the Tutor costs budget in co-operation with the VP.

**Student Advice and Intervention**

* Be the first point of contact for discussions on change of Programmes of Study and course, and underachievement intervention
* Counsel students regarding study issues and difficulties, including performance.
* Oversee intervention programme for students getting U grades or 1-3 in assessments
* Review all students in the term before exams, reviewing grades, attendance and predictions over the year and start the process of moving to more appropriate courses and making decisions on exam entries
* Current Student Counselling - oversight of advising students as to appropriate programmes of study, having due regard to their abilities, university ambitions, and/or other stated learning objectives.
* Prospective Student Counselling - assisting with counselling prospective students and meeting parents and agents as necessary. Conduct student interviews where required.
* Participate in academic counselling, taking a leading role at start of terms and before student arrival to ensure students are entered into the right courses and subjects
* Ensure that all student subject choices are received well before students arrive at the college so they have an effective timetable on arrival at CATS
* Liaise with students and representatives of students for administrative, academic counselling and marketing purposes where appropriate.
* Liaison with School Of English/Stafford House and ensure targets are met of students progressing by at least one IELTS point during their time with us. Meet regularly with SOE to ensure effective operation of English programmes under their remit and ensuring all staff there are effectively inducted and trained in co-operation with HR staff and Head of Staff Induction.

**Training**

* Assist the Vice Principal in identifying INSET needs within the college.
* Work with the T&L leader on the annual staff training programme with key sessions planned over the year and published in staff handbooks
* Plan and oversee staff training days in consultation with the VP and T&L leader
* Co-ordinate the College’s teacher development programme including the Outstanding Teacher Programme, INSETS, targeted support for teachers who are only graded as ‘Sound’ and who need further development, contributing to delivering or arranging inset training as appropriate.
* Have oversight of external courses ensuring key staff attend INSET both internal and external as required
* Prepare costing for budgets, listing fixed Tutor costs for the budget cycle and ensuring all areas are delivered to budget.

**Leadership**

* Continuously and strategically review and evaluate the College’s Programmes of Study and Curriculum Offering by making annual recommendations for development to ensure these complement the College's intake, direction and governing priorities.
* Take strategic oversight of ‘Data and Assessment’ in each Programme of Study by reviewing, developing and implementing the tracking, monitoring and recording systems used to report academic data for College stakeholders and Quality Assurance.

**General**

* Deputising for the Principal and Vice Principal in taking charge of the College when required.
* Ensure a safe and secure environment for staff and students when they are working within the Department by consistent implementation of Health & Safety guidelines, risk assessments and the welfare of employees.
* Ensure the learning environment is optimally utilised, eg. noticeboards and displays to motivate and inform students.
* Be mindful of the need to ensure all College students receive a high level of care and discipline at all times (consistent with the Staff Handbook).
* Promote the good name of the College through conduct towards students, parents, agents and other parties, and attendance at College events (consistent with the Staff and Personal Tutor Handbooks).
* Adhere at all times to College standards (consistent with the Staff Handbook).
* Be mindful at all times of Health and Safety requirements (consistent with the Staff Handbook).
* Be aware of your responsibilities for promoting and safeguarding the welfare of young people and be aware of the College Child Protection Policy.
* Aim for pass rates in A levels, and set targets in IB and Foundation year programmes as defined by the College in line with or above ALIS grades.
* Support and assist Departmental staff and PTs to ensure that they understand, and are actively implementing, key aspects of the College Behaviour and Attendance policies; including sanctions, incentives and rewards.
* Ensure the effective operation of exam timetables and any study leave which may be granted.
* Manage aspects of the College’s resources budget.

Inspection

* Work to achieve an outstanding in ISI inspection in all academic areas.

Important Notes:

* The sections above outlines a detailed, but not exhaustive, description of the duties pertinent to this post
* The postholder will be expected to teach up to 10 periods a week and provide an example of excellent practice as well as leading and contributing to staff training programmes
* The postholder will hold a ‘Management Contract’ with a negotiated holiday entitlement