



# ROSE HILL SCHOOL

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## Director of Studies

We are seeking an experienced and inspiring individual to join our Management Team as Director of Studies at Rose Hill School from September 2018. A willingness to make a full contribution to the life of a busy independent, co-educational day school is expected. In return, we offer extensive ongoing CPD opportunities and a highly supportive working environment. The successful candidate will be an experienced professional with a sound knowledge of the complexities of teaching, learning and curriculum development with particular regard for Key Stage 2&3, including Common Entrance requirements.

The position is a full-time, permanent role and offers a highly competitive salary. A strength teaching maths would be desirable.

Rose Hill School is an independent, co-educational, day prep school educating approximately 310 children from 3-13 years. The School is set in the heart of Royal Tunbridge Wells in Kent with good transport links to central and outer London. For more information about Rose Hill School, the role of Director of Studies and the application process please visit [www.rosehillschool.co.uk](http://www.rosehillschool.co.uk).

The closing date for this post is midday 20 February 2018

Interviews held 28 February 2018

Final interview held on 7 March 2018

Rose Hill School is fully committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Any offer of employment will be subject to the receipt of satisfactory enhanced DBS and employment references.

## Rose Hill School

Rose Hill School is an independent, co-educational, non-selective, day prep school educating approximately 310 children from 3-13 years. The Head is a member of IAPS. Founded in 1832, Rose Hill is one of the oldest Prep Schools in the country and yet it is housed in modern facilities, having moved to its present site in 1966.

The School offers an exceptional all-round education and is filled with happy, busy, enthusiastic children. In recent years, the School has benefited from the addition of an all-weather astroturf pitch, a 220 seat theatre, an impressive new teaching block and state-of-the-art technology, music and art departments. The School is completing a new indoor swimming pool.

Ideally located in a quiet residential area near to the centre of Royal Tunbridge Wells, Rose Hill offers superb facilities in beautiful grounds. The School has an enviable reputation locally, as a first choice for parents who are looking for small class sizes, excellent teaching, a broad curriculum and outstanding pastoral care.

The School aims to:

- enable every child to achieve his/her full academic potential (including Special Needs and Gifted and Talented provision) in small classes.
- help all pupils to develop their individual personalities within the framework of a stimulating environment.
- provide a strong pastoral system which responds to the needs of the individual.

- develop a partnership between home and school by communicating the social and academic progress of each child to parents through regular parents' evenings, mid-term assessments, detailed end of term reports and personal contact.
- foster as many possible talents of the individual - sporting, artistic, musical, dramatic or other - by providing an environment which motivates each child to explore the wide range of activities available at Rose Hill.
- encourage positive relationships, good manners, social awareness, and a sense of responsibility and discipline in a supportive Christian community.

The aims are underpinned by the ethos whereby Rose Hill offers the highest quality of teaching and learning and it supports all pupils in the pursuit of academic and personal excellence. The School has high expectations of all of its pupils and strives to ensure that each and every pupil can take part in the whole school curriculum. The diversity of the school community is valued and Rose Hill appreciates the value that children with specific special educational needs (SEN) or disabilities contribute. The School has an ethos where it is 'all right to be bright'. The curriculum encourages all pupils to be independent learners and goes far beyond the requirements of the National Curriculum, especially for the Gifted and Talented.

## **Job Description: Director of Studies**

### **Responsible to: The Head**

The post of Director of Studies is a senior position and the successful candidate will be a member of the School's Management Team (MT). The holder will lead and manage the academic life of the School as well as playing a crucial role in whole-school strategy and development. The main duties of the Director of Studies are as follows:

- Support the Head with the day-to-day running of the academia of the School
- Build on the whole development plan to champion an education based on academic excellence and reflecting the School's aims and values
- Work collaboratively with colleagues across the Management Team with the aim of influencing whole School strategic leadership and management
- Ensure there are strong, reciprocal links between the Prep and Pre-Prep Schools at all times
- To be aware of all health and safety issues which arise and make appropriate provision to resolve problems
- To be involved with appointments of new staff including managing induction
- To attend Governors' meetings including Academic and Curriculum committee (and appropriate Governors' functions)
- Ensure that the Preparatory School is inspection-ready at all times and closely monitor teaching standards, and academic and personal development of pupils
- To participate in meetings with parents and advising them on future school choices and options
- Networking and attendance of events generating positive outcomes for the school and write 'thought pieces' - school newsletters, newspaper/magazine/journals to promote Rose Hill as a place of knowledgeable and respected thinking and opinions
- To visit, track and monitor other schools' offerings, discussing likely trends across the sector and generating new and innovative ideas for our own school
- To teach a reduced timetable and contribute to the events and co-curricular programme
- To be generous with praise – recognising and acknowledging staff and pupils' efforts and contributions

### **Academic Leadership**

- Actively lead the School's Teaching and Learning agenda, ensuring pupils have access to the very highest standards of teaching and learning
- Be responsible for academic staff, including training and development by proactively managing their Professional Development and Annual Reviews and determining the annual teaching and learning targets
- Oversee teaching staff allocations and timetable management
- Advise and support the Deputy Head with effective management of staff cover
- Track and review data on pupil achievement and potential with support from the Heads of Area
- Lead the development of teaching and learning mindful of the grammar and independent school exam requirements
- Be actively involved in digital and innovation projects for the school
- Collaborate closely with other members of the Management Team to guarantee the successful day-to-day running of the Preparatory School's timetabling and staffing requirements

**Key Responsibilities:**

- To monitor and track the academic progress of all pupils
- To monitor teaching provision throughout the school advising on initiatives and development with all academic staff, through meetings, lesson observations and work scrutiny
- Set, monitor and continuously improve standards of teaching and learning across the Preparatory and Pre-Preparatory by effective management and collaboration.
- Foster a culture of improvement and ensure consistency and an inter-connection between the Prep and Pre-Prep schools, and Heads of Departments.
- To facilitate re-deployment of staff as required
- To liaise closely with Learning Skills teachers and Head of Learning Skills (SENCo)
- To oversee all school (internal and external) exams and assessments
- To oversee all school reports.
- To oversee all Parents' Evenings
- Ensure that all teaching resources in the School are fit for purpose and are used in accordance with health and safety, supported by the Bursar
- To make annual budget submissions to the Bursar and monitor expenditure of budgets
- To convene and chair termly Academic staff meetings and oversee regular Head of Department meetings
- To attend relevant courses and meetings and promote courses to other staff and cascade
- To make sure there is clear and timely communication with parents including updating School Handbooks
- To foster positive relationships with parents, colleagues and children

## The Person

The successful applicant will understand and represent the values of Rose Hill School. All applicants must demonstrate energy and vision, excellent leadership and communication skills, a record of successful school management and a positive enjoyment of all aspects of school life.

### PERSON SPECIFICATION: Director of Studies

<b>Qualifications and Professional Development</b>	<ul style="list-style-type: none"><li>• Qualified Teacher Status or equivalent</li><li>• A relevant degree or equivalent qualification (BA or BEd)</li><li>• Evidence of regular, recent and relevant professional development</li><li>• A good understanding of strategic financial planning, budget management, the principles of best value, and the management of resources in relation to their contribution to child achievement.</li><li>• Knowledge of what makes an effective school and strategies that can be deployed for school improvement.</li><li>• Recent leadership and management experience at a senior leader level is desired but not essential.</li></ul>
<b>Professional skills, experience and knowledge</b>	<p><b>Staff Management</b></p> <ul style="list-style-type: none"><li>• Have a strong track record of leadership within a highly regarded school</li><li>• The ability to chair academic meetings.</li><li>• Assist the School in the process of recruitment and interviewing applicants for teaching posts and to advise on the appointment of staff including their induction.</li><li>• Monitor constantly staff performance and to be the first port of call for any teacher in need of advice or support.</li><li>• Provide guidance to and support of staff through mentoring and coaching</li></ul> <p><b>Curriculum</b></p> <ul style="list-style-type: none"><li>• Develop and implement the educational philosophy of the school to promote a culture of best practice</li><li>• Oversee the work of the Learning Skills Department and liaise with the SENCo over provision for SEN pupils.</li><li>• Oversee the creation and maintenance of all academic policies</li><li>• Manage the School's curriculum plan</li><li>• Oversee arrangements for setting throughout the School.</li><li>• Advise the Head and Governors on all academic matters</li><li>• Keep the Head, and all staff, abreast of developments in education and promote individual departmental initiatives where appropriate.</li><li>• Lead lesson observations and work scrutiny</li><li>• Enthusiasm for and knowledge of the implementation of new technologies.</li><li>• Be an exceptional and experienced educator</li><li>• Have a passion for the highest standards of teaching and learning, with proven ability of achieving ways to improve teaching and learning opportunities and capabilities</li></ul>

	<p><b>Timetable</b></p> <ul style="list-style-type: none"> <li>• Plan and construct the timetable.</li> <li>• Oversee the allocation of staff in consultation with the Head.</li> <li>• Assist the Head of Upper School with the organisation of the post CE programme</li> </ul> <p><b>Pupil Management</b></p> <ul style="list-style-type: none"> <li>• Liaise with Form Tutors, subject teachers and, when necessary, with parents to monitor the progress of all pupils within the school and to deal with any concerns.</li> <li>• Liaise with parents and staff to follow up concerns relating to individual pupils and support effective progress</li> <li>• Experience of analysing a range of data and using this analysis to inform and improve planning and practice.</li> <li>• An up-to-date understanding of national policy, curriculum developments, and the statutory and legal framework within which an independent school operates. An ability to develop strategies to engage all parents and guardians and encourage them to support their children's learning.</li> </ul> <p><b>Exams and Future Schools</b></p> <ul style="list-style-type: none"> <li>• Administer all pupil assessment and monitoring, including underlying ability tests and screening tests, including Common Entrance</li> <li>• Advise, in conjunction with the Head, pupils and parents on suitable senior school choices.</li> <li>• Oversee arrangements for external senior school examinations.</li> <li>• Prepare the pupils for senior school pre-tests.</li> </ul>
<b>Personal skills and attributes</b>	<ul style="list-style-type: none"> <li>• An open, approachable, energetic and strong leader who will inspire, listen and collaborate.</li> <li>• Excellent verbal and written communication skills.</li> <li>• The ability to evaluate and review the School's progress, draw up a development plan and implement it in co-operation with other senior managers, staff, governors, parents and children.</li> <li>• The ability to connect effectively with the whole School community and to listen to, reflect upon and be responsive to the points of view and opinions of other people.</li> <li>• The ability to self-manage, including time utilisation, professional direction and development.</li> <li>• The ability to work effectively as part of a team sometimes under pressure.</li> <li>• To be a role model for the balance of work/life commitments.</li> <li>• A passion for achieving the very best education for every child.</li> <li>• A fair, firm approach whilst also exuding a sense of fun and enjoyment.</li> <li>• The ability to support and develop a culture where professionals continually improve, share good practice and focus on their own professional development, celebrating success and accepting responsibility for outcomes.</li> <li>• Ability to create and inspire an effective team, drawing on the skills of each member and delegating appropriately.</li> </ul>

<b>Philosophy and Ethos</b>	<ul style="list-style-type: none"> <li>• An exemplar of the values of the School, with a strong sense of accountability for fulfilling the requirements of this post.</li> <li>• A commitment to safeguarding and promoting the welfare of children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children</li> <li>• Have the capacity to lead change positively and enthusiastically</li> <li>• Be willing to embrace wholeheartedly the life of a busy independent day school.</li> <li>• Strong support for the strategic direction of the school</li> </ul>
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