

Mander Portman Woodward (Cambridge)
Job Description: Director of Studies

Post title	Director of Studies
Start date	1 August or 1 September 2018
Responsible to	The Principal
Salary	£32,000 - £37,000
Holiday entitlement	35 days (plus Bank Holidays) per annum
Hours of work	8.30am to 6pm Monday to Friday and 8.30am to 1.30pm on five Saturdays each year
Main duties and responsibilities	<ul style="list-style-type: none"> • Teaching: Approximately 15 hours of group or individual teaching per week during term time and up to 35 hours of Easter Revision teaching. • Personal tutoring: Providing pastoral and academic support to up to 25 students. This function entails writing covering reports and other correspondence to parents and guardians; guiding tutees through their UCAS applications and writing UCAS references; holding regular one-to-one meetings with tutees throughout each term to discuss issues such as academic progress, involvement in extra-curricular activities and university applications; promoting and safeguarding the welfare of the tutees; ensuring tutees follow the college rules and generally behave in a manner which enhances the reputation of the college as whole; nominating tutees for internal awards and, when necessary, administering sanctions. • Specific management responsibility: This could include co-ordinating the activities of a teaching department, managing a specific year group or taking charge of one or more functions of an academic, administrative or pastoral nature. Such functions might include exams officer tasks, timetabling, curriculum development, arranging programmes of individual tuition for external students, dealing with accommodation and welfare matters or organising extra-curricular activities. • Student recruitment: Interviewing prospective students and following up interviews by corresponding with parents and liaising with previous schools. • Events planning: Assisting members of the SMT and administrative staff with the organisation and delivery of events such as Easter Revision courses, staff training days, prizegiving ceremonies, parents' evenings and open days. • Liaison with external bodies: Maintaining links with external academic bodies including exam boards, local schools/colleges and universities. • Planning and implementation: Assisting members of the SMT with the development, implementation and review of the College Development Plan. • General: Assisting members of the SMT and administrative staff to ensure that the day-to-day activities of the college run smoothly. <p>You may also be required to undertake other such comparable duties as the Principal requires from time to time.</p>

MPW Cambridge Post of Director of Studies

Person Specification			
	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> A good honours degree 	<ul style="list-style-type: none"> PGCE or other teaching qualification 	Production of the applicant's certificates
Experience	<ul style="list-style-type: none"> Teaching experience at GCSE and/or A level Experience of dealing with curricular and/or pastoral issues 	<ul style="list-style-type: none"> Experience of managing and testing students with specific learning difficulties Experience of managing departmental and/or whole school issues Experience of staff recruitment and/or mentoring Supervision of UCAS personal statement writing Experience of writing academic references Involvement in and support for the promotion of extra curricular activities 	Contents of the Application Form Interview Professional references
Skills	<ul style="list-style-type: none"> Excellent communication and listening skills Strong administrative and organisational skills Powers of diplomacy and persuasion IT competent with a good working knowledge of Microsoft Word and Excel 	<ul style="list-style-type: none"> An ability to include others and develop a teamwork ethos An ability to guide and support students with specific learning difficulties An ability to monitor and evaluate An ability to see through a task from beginning to end 	Contents of the Application Form Interview Professional references
Knowledge	<ul style="list-style-type: none"> Awareness of university entrance procedures and criteria 	<ul style="list-style-type: none"> Awareness of likely future developments at Key Stage 4 and post-16 levels Experience of exam entry and cashing procedures, access arrangements and special consideration requests 	Contents of the Application Form Interview Professional references
Personal competencies and qualities	<ul style="list-style-type: none"> Positive attitude to use of authority and maintaining student discipline An ability to react quickly and show leadership when faced with unforeseen circumstances An ability to strike a good rapport with staff, parents and students Firmness, resolve, tolerance and patience A willingness to work beyond normal office hours, particularly at times of peak workload Being a positive role model 		Contents of the Application Form Interview Professional references