

ABBOTSHOLME SCHOOL

DIRECTOR OF TEACHING AND LEARNING – Sept 2017

Abbotsholme School requires a Director of Teaching and Learning for September 2017. The Director of Teaching & Learning will work alongside the Headmaster, supporting the Headmaster in the effective day-to-day running of the school. He or she will, on occasion, deputise for the Headmaster. The Director of Teaching & Learning will be a member of the Senior Management Team. He or she will be directly responsible to the Headmaster. The DTL will be responsible for the quality of teaching and learning and the standards of academic achievement at Abbotsholme School.

About the School

Abbotsholme is a co-educational, boarding and day school set in a large, beautiful estate on the Staffordshire/Derbyshire border. We are committed to a holistic philosophy of education, striving to nurture and develop pupils' strengths and abilities through excellence in academic studies, superb pastoral care and a unique and broad-ranging extra-curricular programme. Abbotsholme is a small school with less than 300 students from age 2 - 18. The intake is non-selective and pupils are encouraged to achieve their personal best whatever their starting point.

Our Vision

It is our firm belief that a good, balanced education is an essential preparation for the whole of life. An education at Abbotsholme provides not only the starting blocks but also propels each individual through the start of life outside Abbotsholme.

Abbotsholme wants all of our pupils not only to succeed – whatever their individual talents or abilities may be – but also to feel successful. The Abbotsholme ethos encourages a sense of self-worth and of pride in their own achievements, whilst, in equal measure, celebrating the success of others.

Although we are committed to helping all Abbotsholmians fulfil their academic potential, the measure of our success cannot be judged by scholarly achievements alone. Indeed, it is their development as people that must be seen as the ultimate test.

Our vision is that pupils leave Abbotsholme as responsible and socially aware young men and women, able to face an increasingly demanding world with confidence and a zest for life. In years to come, we would wish to know that they were happy with themselves and with their lives; we also would want them to be successful in their personal and professional endeavours whilst remaining sensitive to the needs of others.

Our Aims

Abbotsholme aims to prepare its pupils for the whole of life, by giving them a balanced education through a strong academic curriculum and an extensive range of extra-curricular activities. We give academic, personal and social developments equal standing, recognise the diversity of talent in each pupil and encourage pupils and staff to do their best.

Abbotsholme aims to provide:

- Knowledge to help everyone achieve and succeed to the best of their individual academic ability.

- An understanding of the natural environment and the importance of protecting it.
- Challenges which build strength and test courage, as well as providing a stimulating and enjoyable experience.
- Cultural enrichment to widen perspective and to develop awareness of our responsibilities to others.

The specific duties of the role will evolve to suit the particular strengths and interests of the successful candidate, they will include most, if not all, of the duties in the full job description:

JOB DESCRIPTION

Teaching & Learning

- Be responsible for all heads of academic departments (including the library and the learning skills department) and oversee their work in maintaining high standards of teaching, learning and achievement
- Be responsible for those members of staff who manage the programme of academic enrichment within the school
- Manage baseline testing and the analysis of examination results
- Oversee target setting and the tracking of pupils' performance
- Manage school internal/external examinations, BTEC nominee.
- Liaise with the Admissions Registrar on suitability of applicants for School places
- Oversee all entrance testing, where appropriate, and scholarship testing, and liaise with the Admissions Registrar / Headmaster on internal and external academic awards
- I.8 Commission annual reports from academic departments and compile an annual report on academic achievement to go to the Education Committee

Administration

- Commission and/or draw up the academic timetable each year
- Manage subject choices and the allocation of pupils to classes in all year groups
- Manage and, in the absence of the Headmaster chair, Academic Meetings and attend other meetings and conferences, both in and out of the School, as appropriate
- Manage meetings of the Education Committee of the School Council, working closely with the chairman of that committee
- Ensure that the school is prepared for inspections and to lead the school's response to inspections

Staff

- Manage the staffing of all academic lessons and advise the Headmaster on staffing requirements
- Manage the interview timetable for teaching posts
- Be responsible for the induction of new staff and for the development of the teaching abilities of all staff
- Be responsible for the programme of regular professional review of all teaching staff
- Be responsible for PGCE trainees
- Staff absence administration and cover
- Manage the Appraisal System with support from the Headmaster

Communication

- Manage the reporting of academic progress to parents
- Organise the programme of parents' meetings
- Communicate with parents both individually and in general on academic matters, explaining school policies and decisions
- Compile and publish information as required on the curriculum and on subject choices and content
- Support the marketing of the school.

Finances and Facilities

- Take overall responsibility for the annual budgets of the academic departments, working closely with the heads of department and the Director of Finance and Operations
- Monitor and advise on the provision and maintenance of suitable teaching facilities, working closely with the heads of department and the Director of Finance and Operations

Strategic

- Draw up, maintain and implement an academic curriculum development plan
- Keep abreast of national changes in curriculum policy and thinking and advise the Headmaster on how best to respond to changes
- Work closely with the Headmaster and other senior colleagues on the general development of the school
- Work, with the Headmaster, in establishing the School as a leader both locally and nationally in educational innovation and thinking. The successful candidate will be expected to teach a limited timetable in one of the School's departments. He or she will also be expected to contribute as appropriate to the extracurricular and pastoral life of this busy boarding and day school
- We can offer the successful candidate excellent benefits including a highly competitive salary, staff discount scheme for school fees, a well-resourced department, tailored CPD appropriate to the chosen individual and the opportunity to work in a beautiful rural estate. In addition, accommodation may be available if required.

For further details and application pack, please contact Julie Noon, Headmaster's PA: Julie.noon@abbotsholme.co.uk

Applications to be submitted by 27th March 2017. Interviews 30th & 31st March.

Abbotsholme School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.