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# Director of Studies (Deputy Head – Academic): Job Description

**Reporting:**

* The Director of Studies reports to the Headmistress and is a member of the

School’s SLT.

**Academic: Standards, delivery and monitoring of the curriculum:**

* + Responsibility for academic standards, delivery of the curriculum and the implementation of necessary policies.
  + Liaison with Headmistress regarding inspection paperwork and SEF.
  + Maintaining curriculum overview, both shape and content, through regular liaison and meetings with Heads of Department and Leaders of Learning, advising and recommending developments as necessary.
  + Scheduling and overseeing meetings for moderation and subject development.
  + Organising, minuting and following up where necessary Review and Development meetings with HoDs/LoLs and the Headmistress.
  + Supervising curriculum planning – long, medium and short term and updating of Schemes of Work and relevant documentation.
  + Co-ordinating baseline testing, standardised tests, external and internal school examinations and assessments, including CATs testing and 11+ Common Entrance. Documenting the results and maintaining records.
  + Organising preparation and delivery of reports to parents and maintaining quality control.
  + Organisation of parent evenings.
  + Overseeing Senior School transfer from an academic point of view.
  + Managing Sims – timetables, setting, reporting to parents etc.
  + Assessing ‘Taster Day’ pupils. Providing staff with information regarding new pupils on entry to the school.
  + Assisting in the coordination of Prize Giving prizes including programme and certificates and prizes.
  + Duties as member of SLT.
  + Member of Education and Staffing Governor Committee.

**Timetable and staffing:**

* Planning and organising the School timetable.
* Advising the Headmistress about the School’s staffing requirements.

**Teaching staff performance and development:**

* Monitoring and supporting teaching staff performance in the classroom.
* Monitoring the induction of all new members of teaching staff and the induction of NQTs.
* Assisting the process of staff performance appraisal.
* Organisation of academic staff INSET.
* Regular lesson observations.
* Overseeing and monitoring lesson observations, work sampling, scrutiny and

book checks.