



FRANCIS HOLLAND SCHOOL

SLOANE SQUARE

39 Graham Terrace

LONDON

SW1W 8JF

Tel 020 7730 2971

ASSISTANT DIRECTOR OF STUDIES

Full-time, permanent position

Required from September 2018



General Information

Francis Holland School Sloane Square is an independent selective school for about 550 girls aged 4 to 18 (GSA and Society of Heads). There are 166 Juniors and 380 or so Seniors, including around 90 in the Sixth Form. The School is located on a spacious site in a quiet area of SW1, very close to Sloane Square. The staffing ratio is generous and the School has its own attractive salary scale.

Pupils come from all parts of the London area with many of the Junior School pupils choosing to stay for the Senior School. Each member of staff is involved in the pastoral life of the School, normally as a Form Tutor, the Junior School having one form throughout and Years 7 to 11 having three forms per year. The Sixth Form girls are placed in tutor groups of about 8 girls. A very wide range of co-curricular opportunities are offered to the pupils, and all staff contribute to this vibrant dimension of the School.

Academic standards are high throughout the School and on leaving school, after A Levels, girls all proceed to higher education courses, sometimes after a gap year.

The Appointment

Completed application forms must be received by 10.00am on Monday 26th February 2018.

Francis Holland School is committed to the safeguarding of children and child protection screening will apply to this post.



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SLOANE SQUARE

JOB DESCRIPTION: Assistant Director of Studies

PURPOSE:

This key position is a strategic whole school role. Working closely with the Director of Studies and other members of the SLT you will manage the production and analysis of data throughout the school as well as providing leadership and training for staff in its application to teaching and learning. As timetable manager you will play a key role in school operations.

REPORTING TO: Director of Studies

MAIN DUTIES AND RESPONSIBILITIES:

To teach a reduced timetable in your subject area.

Whole school operations

- Provide support to the relevant SLT member who is responsible for the organisation of entrance examinations and interviews at 11+, 12+, 13+ and 14+.
- To manage the daily room changes and organisation of cover for absent staff.

Data Management

- To manage all aspects of CEM baseline testing: MidYis, Yellis and ALIS, liaising with CEM and FHS colleagues about arrangements.
- Liaising with the Exams officer and CEM regarding the use of CEM data for the analysis of public examination results.
- To be involved in developing the use of baseline data in teaching and learning.
- Working with the DoS to interpret the data in a way that is useful for teaching colleagues.
- To be involved in the manipulation of public and internal exam data.
- To provide statistical analysis of data as required.
- To assist other members of staff in producing statistical data from the School MIS and ensuring that tracking averages spreadsheets are kept up-to-date.

Assessment

- To support the DoS in the monitoring and development of assessment, recording, reporting and target setting.

- To support the organisation of Teacher Consultation Meetings.
- Analyse the data held in assessment modules in iSAMS and produce reports on progress, effort and behaviour on individual pupils and cohorts of pupils at times set out in the assessment calendar
- To produce data from internal examinations that enables staff to support pupils' learning.
- Create and maintain the assessment database and ensure that assessment data held on pupils is accurate and complete

Tracking and Reports

- To produce tracking data after reports.
- To generate ideas for the improvement of the school MIS and oversee its use for pupil tracking and reporting.
- Set up and manage systems for tracking the progress of pupils at each key stage.
- Manage the production of annual reports and interim reports on the progress of all the pupils in the school.
- Ensure and manage the smooth transition from one academic year to the next with all sections of iSAMS.

Timetable

- To work with the DoS in the organisation of GCSE and A-Level options.
- To produce the school timetable.
- To manage the timetable throughout the year, incorporating subject changes as required.

Staff training and support

- To support the Systems Manager in the provision of staff training in the above areas.
- To support the strategic development of ICT in the school.
- To be present in school during August on and for one day prior to the publication of public examination results.
- To undertake all reasonable other duties as required.