

Director of Studies

Reporting to the Headmaster through the Deputy Head, the Director of Studies' central responsibility will be to sustain and improve the academic good health of the school. As line manager for heads of department, he/she will work closely with the Director of Teaching and Learning to ensure that teaching is of the highest quality.

Building on the strength of the recent ISI report (December 2016) he/she will identify ways in which the academic standing of the school can rise still further, developing the distinctive personality of the school through an approach to teaching and learning which is innovative and exciting.

Based in the senior school (comprising Years 7-13) the Director of Studies is a key member of the Senior Management Team. Other members of the SMT are as follows: Headmaster, Deputy Head, Bursar, Head of Junior School, Director of Pastoral Care, Director of Sixth Form, Director of Teaching and Learning.

This role would be suitable for a candidate who is ambitious to proceed to headship or senior deputy headship in due course. The successful candidate will have a strong academic background and relevant managerial experience, at least to Head of Department level. He/she will also have experience of teaching in an outstanding academic school, either in the independent or state sector.

The role will include the following responsibilities and is specific to the senior school unless noted otherwise:

- to identify and proactively pursue ways and means of improving the school's academic performance;
- to advise the SMT on all matters pertaining to the academic curriculum;
- to line manage Heads of Department, the Librarian and the Examinations Officer;
- to monitor the performance of pupils in public examinations;
- to work closely with the Director of Teaching and Learning in the exploration and development of academic initiatives to enhance the teaching and learning culture of the school;
- to be responsible for the delivery and development of the appraisal system including performance management;
- to participate fully in discussion of all aspects of the curriculum through, *inter alia*, membership of the Education sub-committee of the Governing Body;
- to oversee the assessment of pupils and reporting to parents, including preparation of the academic calendar;
- to be responsible for the compilation of information on curriculum and academic issues to parents and pupils;
- to develop and promote links between the curriculum of the senior school and that of the preparatory school;
- to manage, interpret and administer the use of value-added information, including ALIS and MIDYIS;

- to address meetings of pupils, parents and staff, as required, on matters academic;
- to co-ordinate the award of prizes and the organisation of the prize-giving ceremonies;
- to oversee the creation of duty rotas;
- to be a part of the Colfe's Senior Management Team;
- to take part in the rota for Deputy Head detentions and SMT after school supervision;
- to teach a reduced timetable;
- any other duty within their capabilities as reasonably requested by the Headmaster

Application procedure and schedule

The recruitment process will require all applicants to complete an application form, accompanied by a letter of application, current CV and details of two referees, who will be contacted prior to interview, in accordance with the School's Safer Recruitment procedures.

The application should be submitted either by post, marked private and confidential, to:

Mrs A Ross
Human Resources
Colfe's School
Horn Park Lane
London SE12 8AW

Or electronically to: recruitment@colfes.com

The closing date for applications will be **Wednesday 22 March**.

The Headmaster would be happy to discuss the position informally with interested candidates, prior to application. Please call Alison Salmon (Head's EA) on 020 8463 8102 to book a convenient time.

It is intended that interviews will take place on **Tuesday 28 March** although we reserve the right to appoint to this post before the closing date if necessary.

Colfe's School is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo child protection screening, including checks with past employers, prohibition from teaching and the Disclosure & Barring Service.