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# Job Specification: Director of Studies

### Job Profile:

This is a crucial Senior Leadership role. It is a role for someone who is innovative, an outstanding educationalist and someone who is keen to be involved in the exciting and dynamic transition of an excellent traditional 13+ Prep School into an excellent 11+ Prep School. This change will be managed over a two-and-a-half-year process. The existing Director of Studies is moving towards retirement after 28 exceptional years at the School. He is moving to a part time role for next academic year and will work alongside the new incumbent. From September 2018, all boys in Year 6 will leave the School at the end that year. Our last Year 8 boys will leave us in July 2020. The successful candidate will need to be able to manage both the 13+ requirements in the short term and the move towards the new system.

The Senior Leadership Team is well established and consists of the Head (in post for 11 years), the Deputy Head (in post for 5 years) and the Head of Pre-Prep (in post for 7 years). The School has had outstanding feedback in ISI Inspections as well as part of the NACE accreditation and reaccreditation inspections. Pupil numbers are at maximum with waiting lists in a number of Year Groups.

Lanesborough boys move onto some outstanding local schools. The majority move on to day schools. Between 60-65% of the boys go to The Royal Grammar School with other popular schools including City of London Freemen’s, St John’s Leatherhead, Reed’s, Reigate Grammar, Cranleigh and Churcher’s. All boys complete academic testing on entry; and the average Developed Ability score for boys within the School is 124 with many who score in the 140s.

This is a very transformational time for Lanesborough and the successful candidate will need to be excited by the possibility of having a position of great influence in the formation of the academic landscape and structure.

### Job Purpose:

The Director of Studies reports to the Head and is in charge of the academic direction of the Prep Department. As such, s/he will make a significant contribution to the life and the tone of the School. S/He liaises closely with the Head of Pre-Prep to ensure that there is a seamless transfer academically from Pre-Prep to Prep. S/He liaises closely with all the senior schools, especially the RGS.

The Director of Studies will teach a substantially reduced timetable and will be able to offer subject specialist teaching, ideally in maths or English but other subjects will be considered.

As with all teachers at Lanesborough the Director of Studies will ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs; maintain the positive ethos and core values of the school, both inside and outside the classroom; contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors; contribute to the well-being and development of the School by supervising, guiding and caring for pupils inside and outside the classroom and be responsible for the supervision, guidance and care of the pupils in his/her Form so that they may develop academically, morally and socially; and to give such necessary support as to enable them to achieve their true potential.

### Duties:

Academic Direction:

* Inspiring and leading staff to be the best possible practitioners, in turn allowing our boys to be strong learners
* Creating the academic strands to the Whole School Strategic Plan – specifically looking in the short term at the development of the new 11+ curriculum
* Creating the School Education Development Plan in consultation with HoDs and the Head
* Sharing inspiring and innovative new educational practices
* Ensuring that the academic purpose of the school is promoted consistently
* Assisting in the formation of any new academic roles and the recruitment of new staff
* Ensuring a strong up-to-date understanding of current DfE/ISI requirements.

Academic Oversight:

* Maintaining all Subject Policy Documents, SoWs, assessment and other academic policies
* Leading all HoD’s meetings
* Innovating and leading parent education on academic matters
* Oversight of all academic assessments
* Oversight of scholarship programmes
* Supporting whole school initiatives.

Academic Monitoring:

* Writing all exam timetabling
* Managing exam analysis meetings
* Reviewing and guiding the work of the Head of Pupil Progress
* Reviewing and guiding the work of the Head of Staff Development
* Ensuring strong and supportive monitoring of all HoDs (including Head of Learning Support and Head of MAG&T).

Academic Administration:

* Oversight of all setting decisions
* Completing all assessment orders etc.
* Arranging departmental meeting times
* Assisting with the formation of the School calendar
* Designing the Prep School timetable (this is open for discussion).

As a member of SLT the expectation is:

* To assist with all School events
* To play a full part in the life of the School
* To assist with the staff Professional Development Review process
* To attend Lanesborough Committee (our part of the Governing Body)
* To robustly debate and discuss School matters in the privacy of SLT meetings and to publicly be supportive of the School, the Head, SLT and SMT.

It is recognised that this job description is not comprehensive.

# Person Specification: Director of Studies

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|  | Essential | Desirable |
| Qualifications | Qualified teacher status;Evidence of commitment to further professional development; | Additional qualifications and/or a desire to extend their knowledge/qualifications |
| Experience | The Director of Studies should have experience of:leading an academic area within schools; | In addition, the Director of Studies might have experience of:Staff recruitment;Staff monitoring;Change management |
| Knowledge and understanding | The Director Studies should have strong knowledge and excellent understanding of:the theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies);statutory National Curriculum requirements at Key Stage 2 and 3;the monitoring, assessment, recording and reporting of pupils’ progress;the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection;effective teaching and learning styles. | In addition, the Director of Studies might also have knowledge and understanding of:KS1 curriculum;Transfer to Senior Schools;ISI inspector regime.  |
| Skills | The Director of Studies will be able to:lead the academic direction of the School;lead change within the School;promote the school’s aims positively;enthuse and lead the staff and boys;develop excellent personal relationships with colleagues;  establish and develop excellent relationships with parents, governors and the community;communicate effectively (both orally and in writing);computer literate;create a happy, challenging and effective learning environment. |  |
| Personal characteristics | InspirationalExcitingExcellent organisational skillsEnthusiasticClear-sightedDeterminedCommitted and a strong team playerExcellent communicator FlexibleA good sense of humour and a positive attitude |

Salary:

Dependant on the qualifications, experience and any additional responsibilities (basis salary scale - £55,000- £60,000).