



TERRA NOVA  
SCHOOL



Director of Studies of Terra Nova School  
Information for Applicants

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Dear applicant

Thank you for your interest in joining the team at Terra Nova School. I have great pleasure in enclosing an information pack for your perusal.

In my two years as Headmaster of Terra Nova School, we have driven forward with investments in the infrastructure of the school, seen the pupil numbers grow and implemented a huge amount of work to maintain and further raise academic standards. Our pupils leave us at 11+ and 13+ and win places, awards and scholarships for both day and boarding schools.

Terra Nova requires staff who are able to fully commit to a high pressure environment with a flexible attitude to school life and a good sense of humour. In return you will be working in a stimulating environment with small classes and a supportive management team.

You will be a member of a team whose philosophy is to continually question how we can be better. If you have the skills and personality to be part of our team then we would very much like to receive your application.

Kind Regards

Mark Mitchell  
Headmaster

## *providing continuity and securing future success*

### Terra Nova School

Terra Nova School was established in 1897, and moved to its present site near Jodrell Bank in 1939. It is nestled in the Cheshire countryside on a 36 acre site with its own Forest School sports fields, tennis and netball courts, air rifle shooting range, woods, fields and outdoor play areas for pupils.

We have 285 pupils on roll, and teach children aged 3 -13. Our Pre-Prep School encompasses Nursery, Pre-School and Reception, children then move to the Junior Prep School for Years 1 to 4.

Here they are classroom-based with some specialist teaching. Once they reach Year 5 they become part of the Senior Prep School, and are taught wholly by specialist subject teachers, who continue to provide a broad and enriched curriculum, both inside and outside of the classroom.

For parents and pupils who wish to apply for local independent day schools we offer preparation for 11+ selection exams, and our Year 6 leavers gain places at local senior schools such as Manchester Grammar, Kings Macclesfield and Cheshire Hulme School .

Our oldest pupils, aged 11 - 13, benefit from our year 7&8 experience, where they continue to receive an excellent academic, creative, and physical education, alongside leadership skills and preparation for both national and local day and boarding schools entrance exams.

We believe that the option to continue in our tradition of excellence during a crucially formative period in a child's life is a means of providing continuity and securing future success.



## *the children achieve wonderful results*

### Our school

#### High standards

Inspirational teachers deliver a broad and varied curriculum. We strive to continuously challenge our pupils and are incredibly proud of the way in which they rise to the high standards we set for them. The children achieve wonderful results.

#### Learning

Rigorous assessment processes are used to make informed decisions about every child's education, and good communication with parents is a priority. We hold formal parents' evenings throughout the year, provide regular reports and staff are always available to discuss a child's progress. Parents play a key part in their child's learning.

#### Broad curriculum

Literacy and numeracy are the focus for the early years but science, art, humanities, languages, design & technology, music and drama all form important parts of our children's education as they progress through the school.

#### Specialist subject delivery

In the Junior School pupils in Years 1 to 4 are taught by their class teacher, with subject specialists delivering the subjects of French, physical education, music, art and design technology and information communications technology. In the Senior School, Years 5 to 8, all pupils are taught in sets by individual subject specialists.



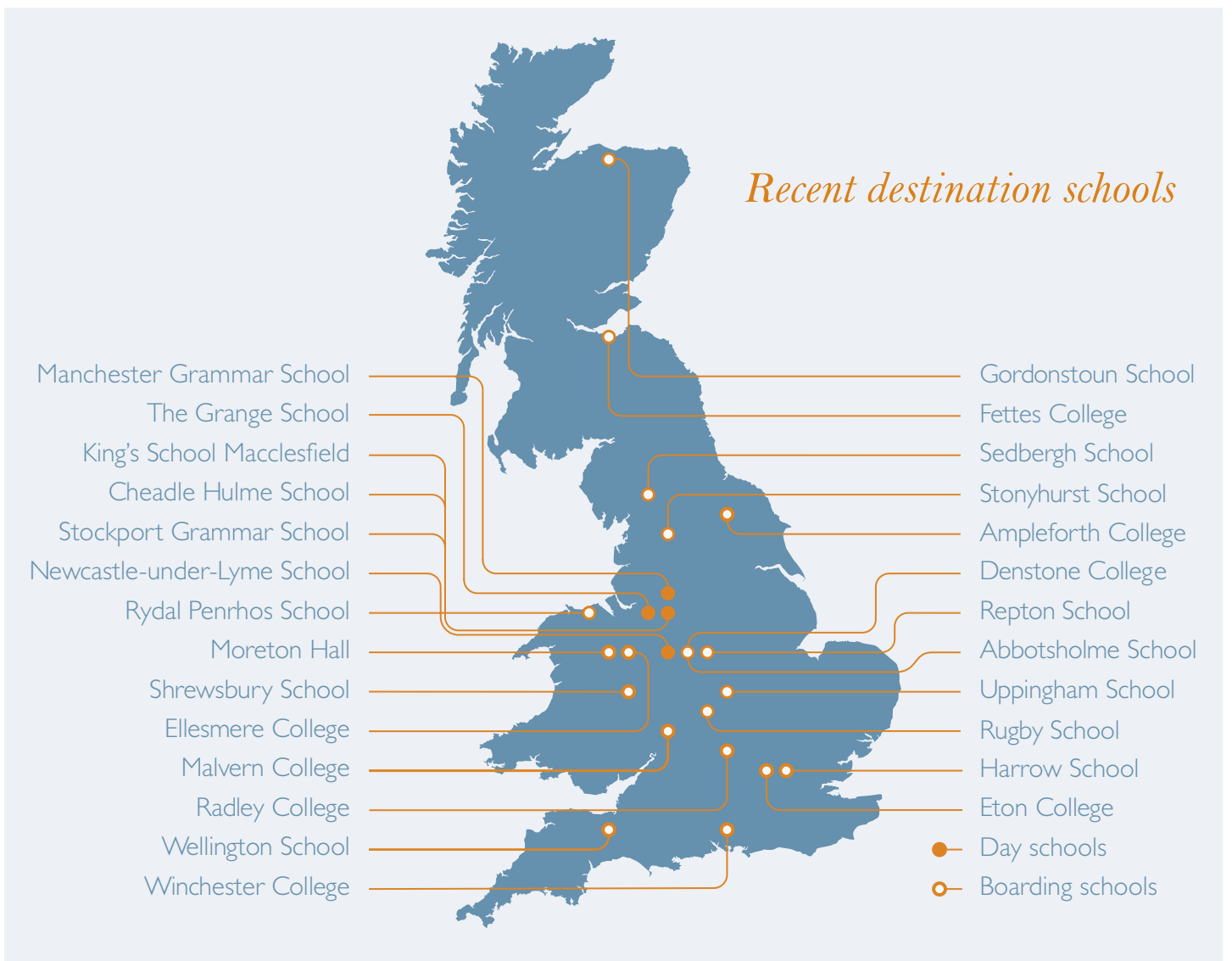
## *a broad educational grounding*

### Outstanding teaching facilities

These include a state-of-the-art languages centre, two information communications technology suites, fully equipped science laboratories, a learning resource centre, dedicated art and design technology rooms, a music school and a 250-seat performing arts centre.

### Senior schools

Our broad educational grounding prepares pupils successfully for some of the UK's top independent schools - both day and boarding. Individually tailored preparation for entrance examinations at 11+ and 13+ is an integral part of the curriculum. We have strong relationships with senior schools and guide parents on the next steps of their child's educational journey.





## *Job Description*

### Director of Studies

The role involves supporting the Governors, Headmaster and the School Management in ensuring that the pupils are provided with a high quality academic programme. The Director of Studies is a member of the Executive Management Team. The Executive Management Team comprises the Headmaster, the Bursar, the Deputy Headmaster, the Head of Juniors and Head of EYFS.

The Director of Studies reports to the Headmaster and has direct responsibility for the preparation of pupils sitting external 11+ and 13+ entrance examinations to both day and boarding schools.

The Director of Studies has a reduced timetable. The ability to teach English at Common Entrance and Scholarship level would be desirable but not essential as all subjects will be considered.

The Director of Studies will

- Chair the Heads of Department Meetings (HoDs) and organise appropriate programme of agendas;
- Take a lead in the academic direction of the School, including monitoring overall quality of teaching and learning;
- Coordinate the Terra Nova Bacculaureate Assessment across the school;
- Liaise with the Head of Juniors regarding the curriculum from Years 1 -4
- Develop teaching and learning strategies in the school;
- Assist the Headmaster in recruitment, appointment, management and welfare of staff;
- Arrange annual staff teaching allocation and setting for future timetabling; advise Headmaster on staffing level;
- Oversee the policies for ISI and compliance;
- In consultation with the Headmaster, draw up and carry through academic sections of the School Development Plan;
- Review balance and direction of the curriculum in Years 5 - 8;
- Review schemes of work and planning;
- Review departmental documentation and school policies;
- Review national curricular developments to inform the Terra Nova curriculum;
- Monitor pupils' academic in internal and external assessments to inform academic policy;
- Conduct lesson observations, departmental reviews and professional reviews of HoDs;
- Coordinate work sampling of pupils' work;
- Control the INSET budget;
- Liaise with individual staff to meet their INSET needs;
- Keep records of staff INSET;
- Produce schedule for beginning of term INSET and meetings;
- Produce schedule of deadlines for reports and parents' meetings;
- Organise and review report content, layout and production;
- Oversee organisation of end-of-term reports and progress reports;
- Arrange prep subject allocations;
- Attendance and representation at school events;
- Attend school events such as plays, Governors', new parents' lunches etc. whenever possible;
- Take a share of assemblies and other official functions;
- Share in the responsibilities of Executive decisions
- Coordinate the Governors' Academic Committee Meetings.

## *Personal Specification*

	Essential	Desirable
Degree level educated with relevant teaching qualification	Y	
QTS status	Y	
Ability to teach English to Year 7 and 8		Y
Strong team player and leader	Y	
Ability to inspire and motivate others	Y	
Highly organised and hardworking	Y	
Positive and energetic	Y	
Motivated by a desire for quality and excellence	Y	
Evidence of being a good and outstanding teaching practitioner as a role model to others demonstrating innovative pedagogical practice	Y	
Understanding current developments and challenges in the independent education sector	Y	
Use and impact of data at a strategic level	Y	
Ability to implement strategies to raise achievement within a team	Y	
Excellent ICT skills	Y	
Experience of using iPad technology to enhance learning		Y
Emotional resilience in working within a busy weekly schedule	Y	
Experience in timetabling at either whole school or department level		Y

## *Application process*

The application process will consist of:

- Panel interview
- Teaching a lesson
- School tour
- In tray exercise

An application form is available to download from our website at [www.tnschool.co.uk](http://www.tnschool.co.uk).

Once you have completed your application form, please email it, along with a short covering letter of no more than two sides of A4, to:

[melanie.machin@tnschool.co.uk](mailto:melanie.machin@tnschool.co.uk)

**Deadline for applications:**  
Monday 7th November 2016

Interviews will take place week beginning Monday 14th November 2016

