



Leadership for a better world

JOB DESCRIPTION (ACADEMIC)

I. Job Information

Job Title:	Lower School Director of Studies
Department:	Lower School
Line Manager's Job Title:	Head of Lower School

II. Job Specification

Job Purpose: To assist the Head of Lower School in maintaining a vibrant and thriving Lower School. To support the Head of Lower School in evaluating, coordinating and developing the academic aims and standards of the Lower School with the Head of Pre-Prep, Head of Early Years and Middle Management Team, and in partnership with students, staff, governors and parents. Harrow Beijing is committed to safeguarding and promoting the welfare of children and young people and expects all staff and those connected to the school to share this commitment.	
Key Tasks and responsibilities	
Key areas of accountabilities	Main duties & responsibilities to support achieving accountabilities
1.	Coordinate the use of assessment and academic tracking in the Lower School so that it can be used by the Heads of Department and Key Stage Leaders to raise standards of academic achievement by students in the Lower School.
2.	Monitor student performance through detailed analysis of all assessment results, and progress across key stages, including formative and summative testing. Work with the Head of Lower School on preparing reports for Governors.
3.	Line-manage and support Heads of Department in their curriculum duties and the development of academic excellence across the school. Monitor and intervene to ensure students achieve at levels appropriate to Harrow Beijing. Coordinate intervention programmes where needed and assist the Head of Lower School in ensuring quality assurance.
4.	Have the overview of the whole curriculum and advise on its development in consultation with the Heads of Department. Be up to date with, and in a position to advise on curricular and general academic developments internationally and locally.
5.	Ensure that all staff, through regular briefings, bulletins and at meetings, are kept up to date on academic matters. Lead, support and coach the Middle Management Team and Classroom Teachers to understand, support and embed the Harrow Beijing academic philosophy.
6.	Liaise with the Upper School Director of Studies and Assistant Directors of Studies to ensure student progression into the Upper School and to coordinate over academic strategy, policy and practice.

JOB DESCRIPTION (ACADEMIC)

7.	Lead and prepare for the Lower School all academic literature for parents, students and staff including curriculum and assessment guidance, Parents Evenings, parent presentations and the relevant sections of the Staff Handbook and the School website.
8.	Lead and oversee the Academic Excellence programme in the Lower School, linking pupils, parents and staff, to ensure that academia is celebrated and rewarded in order to support pupils on their personalised academic journey.
9.	To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact; To maintain good order and discipline among the pupils and safeguard their health and safety both when they are on the School Premises and when they are engaged in authorised school activities elsewhere.

Key Relationships:

Internal

- Head of Lower School, Deputy Head of Lower School, Head of Pre-Prep, Head of Early Years, Heads of Department, Key Stage Leaders, Year Group Leaders, Upper School Director of Studies, Community Liaison Team, Educational Psychologist.

External

- Parents, Governors and other educational providers as required.

Other important features:

- Work closely with the School's leadership team to ensure effective implementation of the School's strategic plan and to take a central role in that process.
- To liaise with the Upper School to ensure continuity in academic systems across phases of the School.
- Attendance at extra curricular events, parent information evenings, community events etc.
- Represent the school at official functions as and when requested by the Head Master.
- Proactively manage the transition between Lower and Upper Schools for both students and parents.
- Teaching load as required and specified by Head of Lower School.
- Lead by example in all professional matters ensuring that all teachers and students observe matters such as dress, punctuality and mutual support.
- Contribute to the development of the overall Harrow vision and ensure that students, staff and parents all understand and subscribe to that vision.
- Be available to advise academic staff and individual students, ensuring that, so far as possible, each person's individual needs are met so that they can exceed their potential, and that students' progress is maintained in an effective way.
- Assist the Head of Lower School in managing the budget effectively.



Leadership for a better world

III. Person Specification

JOB DESCRIPTION (ACADEMIC)		
	Essential	Desirable
Behaviours	<ul style="list-style-type: none"> A genuine commitment to the wellbeing and pastoral care of children. Leading by example, role modelling the School's vision statement Leadership for a better world in relationships with students, colleagues and parents. 	<ul style="list-style-type: none"> Energy Strong commitment to high standards of learning
Skills and Knowledge	<ul style="list-style-type: none"> Excellent inter-personal skills with students, colleagues and parents. Excellent administrative, organizational, and ICT skills. The ability and willingness to inspire others Ability to work in a way that promotes the safety and wellbeing of children. Effective communication and engagement with children and their families. 	<ul style="list-style-type: none"> Knowledge and understanding of positive disciplinary methods. Knowledge and understanding of child development and its impact on behavior
Experience	<ul style="list-style-type: none"> Appropriate teaching experience. 	<ul style="list-style-type: none"> High standards of teaching and learning
Qualifications	<ul style="list-style-type: none"> Appropriate teaching qualifications. 	<ul style="list-style-type: none"> Qualification of PGCE/ QTS or degree with related education major.