**Director of Studies Job Description**

**Responsible to: Headmaster**

The main role of the Director of Studies is to monitor, evaluate and develop the curriculum, and to ensure and develop effective reporting and recording procedures, assessment and tracking.

The Director of Studies is a key member of the Senior Leadership Team, reporting directly to the Headmaster and working closely with the Head of the Pre-Prep (including EYFS) and Deputy Head, as well as with other members of the Senior Management Team.

**The main areas of responsibility are as follows:**

1. **Curriculum**

* Keep up-to-date with changes in educational theory and subject requirements, in particular with regard to the National Curriculum, Senior School Entrance and Scholarship expectations;
* Liaise with the Head and SLT on the drawing up of new timetables, review the curriculum provision and period allocation for each subject;
* Be responsible for the regular review of whole-school curriculum policies, working closely with the Subject Coordinators;
* Receive and distribute literature from IAPS, ISEB, ISI, Senior Schools, SATIPS, etc.;
* Work with the Marketing Manager to ensure that areas of the website relating to academic matters are regularly updated;
* Work closely with the Computing Coordinators and other staff to ensure that technology plays an appropriate role in the delivery of the curriculum;
* Work closely with the Year Group Leaders on the smooth running of each group and the planning that is submitted;
* Work with the Year Group Leaders on the updating of the Curriculum Summaries for parents.;
* Ensure adherence to the school’s policies on teaching and learning.

1. **Tracking and Pupil Attainment**

• Ensure that the School’s guidelines are being followed at all times and teachers are aware of their responsibilities;

* Working with the Assessment Coordinator, coordinate the smooth running of assessments throughout the school;
* In conjunction with the SENCO and SLT, provide academic targets for pupils based on the school’s policy;

• Monitor and develop as necessary the systems in use for reporting pupil attainment, achievement and progress to parents;

* Conduct Pupil Progress meetings with staff over the findings from the assessments so that the results can inform their teaching of individual children and planning.
* Correlate the results from the termly assessments and analyse the data to provide a clear picture of the academic profile of the school, by year group and key stage.
* Present analysis of data and tracking of pupils in termly summary for Governing Body;
* Summarise data annually for report for Governing Body
* Identify pupils and discuss with staff in staff meetings and with SENCO;
* Ensure the tracking documents are kept up to date on the shared network.

1. **Reporting to Parents (parents’ evenings and termly school reports)**

* Oversee the production, quality and proofreading of the twice-yearly Reports;
* Oversee the organisation of parents’ evenings and attend each of these;

1. **7+ and 11+ assessments**

• Work closely with the Admissions Registrar, SLT and SENCO to co-ordinate / organise preparation for the Year 3 (7+) entry to the school;

* Work with the Transitions Coordinator to ensure a smooth academic transfer, and assist, where necessary, with the preparation of references and reports for current pupils’ future schools;
* Liaise with the relevant contacts from the Pre Prep to ensure academic transition from Y2 to Y3 is implemented effectively

1. **Management of Subject Coordinators**

* Line Management of the Subject Coordinators.
* Oversee Subject Coordinators and ensure that they are checking termly plans for quality across the year groups.
* Oversee the Subject Coordinators and Form Teachers as they monitor and respond to the effort and attainment results of pupils;
* Oversee the Subject Coordinators as they provide relevant data to staff for discussion regarding pupils’ progress after assessments or for future class selection;
* Work closely with Subject Coordinators in overseeing the development of schemes of work, policy documents and development plans, and ensure that relevant planning and evaluations are completed

1. **Teaching**

* Encourage high teaching standards and act as a role model to colleagues, in and out of the classroom;
* Develop the classroom practice of teachers to ensure the highest possible academic standards;
* Implement initiatives and practices which enhance the learning experiences provided to the children;
* Bring inspirational teaching and learning strategies to the staff, whereby the educational quality can be recognised as outstanding;
* Monitor and evaluate teaching and learning through a programme of curriculum observation, including mutual observation and work scrutiny;
* Keep the school up-to-date with regard to the latest educational issues, attending courses and conferences as appropriate;
* Assist in the induction of new teaching staff
* Assist in the appraisal and performance review of teaching staff.
* Assess relevant areas for staff INSET in relation to the curriculum
* Arrange INSET, in conjunction with the SLT

**Other areas of responsibility of the post holder are to:**

* Be involved in all other areas of school life and to take a fair and appropriate share of duties, as agreed with the Headmaster;
* Deputise for the Head and Deputy Head in their absence;
* Attend SLT meetings as required;
* Prepare reports and present topics to staff, parents and governors, attending evening meetings as and when required.
* Be involved in the decision making process at a Senior level on whole-school issues;
* To work with the SLT on creating and implementing the School Development Plan;
* To assist the Head in the interviewing and recruitment of new staff and be trained in Safer Recruitment;
* To teach an agreed number of periods;
* Undertake additional or alternative responsibilities as reasonably requested by the Headmaster.

This job description may be adapted to best fit the skills and needs of the appointed candidate. Over time, the job description may be modified through consultation between the post holder and the Headmaster.

**Director of Studies Person Specification**

The school seeks to appoint somebody with a strong academic background and who holds a recognised teaching qualification and has appropriate experience and proven leadership qualities, to take up the appointment in April 2019 or as soon afterwards as possible.

The position of Director of Studies is a key role within the school and a person of the very highest calibre is sought. Candidates should preferably have experience of independent schools.

**Essential Skills and Characteristics.**

* Educated to Degree level;
* Qualified teacher status;
* Knowledge of procedures for Safeguarding children
* Strong data manipulation, analysis and reporting skills;
* Proven management skills;
* An effective and successful teacher with firm discipline, high personal standards and high expectations of pupils;
* Proven record of high level of administration and organisation;
* Excellent communicator (written and verbal);
* A passion for the development of the School’s curriculum with the ability to respond to changes in direction in best practice / regulatory changes.
* Experience of creating, implementing and monitoring the effectiveness of policies and procedures;
* Computer literate
* Ability to initiate and implement ideas effectively;
* Personally committed to continuing professional development;
* A team player with sound interpersonal skills and sensitivity;
* An eagerness to participate fully in the life of a busy Prep School;
* Smart, professional appearance, appropriate to an Independent school environment
* Flexibility in working hours, to take into account the demands of the role
* Sense of humour, punctuality, enthusiasm, flexibility and confidence

**Desirable Skills and Characteristics.**

• Prior experience of Senior Management;

* Evidence of recent professional development;
* Knowledge of implementing assessment frameworks
* Experience of 11+ Senior School entrance

**Application Procedure**

Please fill in an application form, which can be obtained from the school website, and return it to Mr Phil Soutar, Headmaster, via his PA, Mrs Dawn Stewart, at [dawn.stewart@rosemeadprepschool.org.uk](mailto:dawn.stewart@rosemeadprepschool.org.uk)

**Closing date for applications is Monday 28th January at 12noon with interviews scheduled for the week commencing Monday 4th February.**

Shortlisted candidates will be invited to interview to visit the school and the staff. Applicants will also be expected to teach a lesson and conduct an in-tray exercise. There will also be formal interviews with the Headmaster and members of the SLT and SMT.

For further details about the school, please view our website at [www.rosemeadprepschool.org.uk](http://www.rosemeadprepschool.org.uk)

Rosemead Preparatory School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will be subject to an enhanced DBS (Disclosure and Barring Service) clearance along with other relevant pre-employment checks. References will be sought, and we will approach referees prior to interview. We will also validate references by subsequent enquiry.