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**JOB DESCRIPTION**

**DEPUTY DIRECTOR OF STUDIES**

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| **Post Title:** | **Deputy Director of Studies (All Faculties)** |
| **Purpose:** | * To contribute to the vision for the Faculty and to promote the Faculty as a beacon of good practice within Grove School through the provision of high quality teaching and learning, continuous academic progress, effective and impact-driven monitoring and the effective use and management of the Faculty’s resources. * To contribute to providing an appropriately broad, balanced, relevant and differentiated curriculum for all students studying within the Faculty and to support curriculum development in order to improve the quality of student learning. * To contribute to the improvement of teaching quality and learning outcomes within the Faculty. * To support the monitoring of the progress of students and intervention at all levels. * To contribute to the annual Faculty Improvement Plan which identifies curricular, staffing and resource implications. * To assist in line managing teaching staff and other relevant staff within the Faculty. |
| **Reporting To:** | The Faculty Director of Studies |
| **Responsible for:** | Relevant staff within the Faculty. |
| **Liaising With:** | The Senior Leadership Team, other Assistant Directors of Study, relevant staff with cross-school responsibilities, relevant non-teaching support staff, parents and carers. |
| **Salary Grade:** | TLR 2.2 |
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| **Raising Standards** | * To support judgements about the standards of students’ attainment, rate of progress and personal development in all key stages, on the basis of evidence. * To support analysis of the performance of different groups of students in the light of: prior attainment information; other subjects and taking into account school expectations. * To support the review, standardisation and moderation of assessments of progress for classes, identified groups and individuals. * To use the outcomes of reviews to support monitoring progress; share effective practice; resource development and agree ways of tackling students’ under-performance. * To ensure that all policies regarding Teaching and Learning, homework, marking and assessment are followed. * To exemplify The Teachers’ Standards. * To promote the development of literacy and numeracy skills. |
| **Developing Teaching and Learning** | * To support an effective CPD programme within the Faculty and to evaluate its effectiveness in improving teaching and learning. * To contribute to regular debate and discussion about the quality of teaching and learning and expectations for students’ achievements, encouraging the sharing and dissemination of good practice within the Faculty. * To support the behaviour management procedures in the Faculty so that effective learning can take place. * To assist in the planning of assessment opportunities that support improved learning and progress and the input of data at data collection points. * To support collaborative planning within the Faculty. |
| **Leading Curriculum Development** | * To support the development and delivery of the Faculty’s designated subject/curriculum area(s). * To keep up to date with national developments in the subject/curriculum area(s), and with teaching practice and methodology. * To respond to curriculum developments and initiatives at national, regional and local levels. * To contribute to regular informal and formal assessments of student progress within the Faculty subject/curriculum area(s), including tests and internal examinations. * To liaise with the Director of Studies to maintain accreditation with relevant examination and validating bodies. * To support the Director of Studies to ensure that all students are taught in appropriate teaching groups based on prior attainment data where appropriate. |
| **Recruiting, deploying and developing staff** | * To work with the Director of Studies to ensure that staff development needs are identified. * To undertake the Appraisal setting and review system. * To act as line manager for appropriate teaching staff and other relevant staff within the Faculty. * To promote teamwork and to motivate staff to ensure effective working relations. * To act as a positive role model. |
| **Quality Assurance** | * To support systems that monitor and evaluate the quality of teaching and learning in the Faculty, including the quality of marking and assessment. * To support the Faculty’s quality procedures meet the requirements of self-review and evaluation. * To enable, promote and encourage the sharing of good practice within the Faculty and between Faculties. * To demonstrate excellence in classroom practice. * To contribute to the development of a Faculty Improvement Plan (FIP). * To work towards implementing the FIP and meeting the targets set within it. * To support common standards of practice within the Faculty and develop the effectiveness of teaching strategies in all subject/curriculum area(s). * To contribute to Grove’s procedures for lesson observation and internal Faculty inspection process: Spotlight. * To support the implementation of Grove quality assurance procedures and to ensure adherence to these within the Faculty. |
| **Management Responsibility** | * To produce accurate and up-to-date information using appropriate analytical tools such as SISRA and SIMS. * To evaluate and make use of performance data provided to improve the quality of teaching and learning in the Faculty. * To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the interventions and actions taken. * To provide the Examinations Officer with relevant, accurate information concerning the entry of students for public examinations. * To assist the Examinations Officer in ensuring that students are correctly entered for public examinations. |
| **Communication** | * To ensure that all members of the Faculty are familiar with the vision for Grove School, its aims and objectives, Improvement Plan and targets. * To ensure effective communication/consultation as appropriate with the parents/carers of students. * To ensure effective communication and consultation within the Faculty and between the Faculty and the rest of the School. * To represent the Faculty’s views and interests. * To communicate the work and success of the Faculty to the rest of the School and to parents/carers and the wider community. * To attend meetings according to Grove’s meeting schedule. |
| **Marketing** | * To contribute to The Grove’s marketing activities e.g. the collection of material for press releases, newsletters, social media or the website. * To promote the work and successes of the Faculty at open days/evening and other events. * To lead the development of effective subject links with partner schools, providers, and the community e.g. attendance where necessary at liaison events with partner schools. * To promote actively the development of effective subject links with external agencies. |
| **Management of Resources** | * To manage the available resources of space, staff, budget and equipment efficiently within the limits, guidelines and procedures of the School, requisitioning, organising and maintaining equipment and stock and keeping inventories and appropriate records up-to-date. * To ensure that all equipment is appropriately marked and logged for security purposes. * To ensure the security, safe-keeping and correct and appropriate use of equipment and resources at all times. * To work with the relevant SLT member in order to ensure that the Faculty’s teaching commitments are effectively and efficiently timetabled and roomed. |
| **Teaching** | * To undertake an appropriate programme of teaching in accordance with the duties of a teacher as outlined in the generic job description. |
| **Other Specific Duties** | |
| * To play a full part in the life of the Grove School community, to support its vision and ethos and to encourage staff and students to follow this example. * To support the School in meeting its legal requirements for worship. * To promote actively the School’s policies. * To continue personal professional development. * To comply with the School’s Health and Safety policy and undertake risk assessments as appropriate. * To comply with the School’s e-safety policy. * To undertake any other duty as specified in the Statutory Teachers’ Pay and Conditions Document (STPCD). * To comply with the School’s procedures concerning safeguarding and to ensure that training is undertaken and reviewed as appropriate.   Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.  Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.  Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting example to students. | |
| This job description is not necessarily a comprehensive definition. It will be reviewed periodically and when appropriate to reflect or anticipate changes in the job commensurate with the grade and job title. It may be subject to change or modification at any time after consultation taking into account the circumstances of the School and their implications. | |

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Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Headteacher)