

**DIRECTOR OF STUDIES - JOB DESCRIPTION**

**Responsible for:** Assisting the Headmaster in providing for the whole curriculum and the administrative needs of the school.

External scholarships, CE and examination entrance processes to senior schools

**Consulting with:** All Colleagues

**Reporting to:** The Headmaster and Governors’ academic sub-committee

**RESPONSIBILITIES OF POSITION**

In addition to fulfilling the requirements of a teacher within the school, both in the classroom and regarding sports and co-curricular activities, the Director of Studies is required:

* To assist the Headmaster in deciding upon the allocation of lessons across the school day and ensuring a broad and balanced curriculum.
* To devise and assemble an effective timetable in consultation with colleagues.
* To produce appropriate copies of the timetable, namely a staff timetable and a class timetable.
* To liaise with Heads of Departments and assist in the arrangement of agendas, chairing of meetings in relation to all academic matters and to take minutes when relevant.
* To monitor academic standards and to suggest and implement strategies that will maintain the academic momentum within the school.
* To keep up to date with contemporary academic and wider developments in education.
* To take a full and active part in Senior Management Team Meetings.
* Timetable/organise the invigilation for all exams.
* To quality control the internal exam papers and to ensure that the results of each exam cycle are administered effectively.
* To coordinate the CAT4 testing within the school, analyse and present the results in conjunction with the Headmaster and Academic Committee.
* To liaise with the school SENCO and assist with the organisation of assessments for new pupils.
* To keep up to date with all school policy documents.
* To implement an effective assessment, tracking and marking policies, ensuring uniform standards are kept. In particular, to brief staff about the importance of keeping grades consistent.
* To organise and supervise an effective and relevant system and timeline for reporting to parents
* To assist the Deputy Head and the Headmaster in identifying staff needs, strengths and weaknesses.
* To assist the Deputy Head and the Headmaster in the organisation of staff training and development, paying particular attention to INSET days at the beginning of each term.
* To assist with appraisal of staff and actively monitor standards of teaching.
* To ensure that all Heads of Departments have written effective policies and schemes of work and departmental development plans. Assist the Deputy Head and the Headmaster in developing general policies within the school.
* To prepare and circulate an Academic Diary each term.
* To ‘manage’ the scholarship process, in liaison with other staff, keeping colleagues up to date with changes to syllabi requirements and contacts with parents and schools
* To liaise with parents to ensure all necessary documentation is exchanged.
* To identify areas where specific preparation for scholarships can be maximised.
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* To report to and attend the Governing Body Academic Committee.
* To support and attend school activities and events where possible.

**Additions/deletions to this Job Description can occur in liaison with the Headmaster.**

October 2018