



## **Job Description - Director of Studies**

**Reporting to:** Head of Secondary School

**Line manager of:** Heads of Faculty, Heads of Department, BTEC coordinators and Examinations Officer

### **Overview**

The Director of Studies is responsible for overseeing the formulation, delivery and evaluation of the Secondary School curriculum, in line with the school's values and ethos. The postholder will be a highly capable leader, able to deputise for the Head of Secondary School when needed. This position is part of the Secondary School Leadership Team (SSLT), comprised of the Head of Secondary School, Director of Studies and the Director of Sixth Form.

### **Leadership Responsibilities**

- To line manage and lead the Heads of Faculty, Heads of Department, BTEC coordinators and Examinations Officer and, where appropriate, to coach and mentor teaching staff.
- To work closely with the Head of Secondary School to create an effective and challenging CPD programme for the Secondary School. This will involve the planning and delivery of INSET sessions/programmes, as well as the coordination of Active Research Projects within the Secondary School.
- In relation to CPD, the Director of Studies will represent the Secondary School at external CPD events where necessary.
- The Director of Studies will ensure adequate teacher coverage, through oversight of the daily internal cover system.
- To be a visible presence in classrooms and around the school environment; supporting the Head of Secondary School in the improvement and ongoing development of the learning and teaching standards across the Secondary School.

- To work closely with the Head of Secondary School to monitor the standards and quality of the teaching and learning within the Secondary School. This will include;
  - A significant role in the PRD cycle within the school
  - Regular monitoring of teaching and learning through learning walks, formal observation, book scrutinies and feedback
  - Overseeing documentation relating to the curriculum and teaching & learning.
- The Director of Studies will work closely with the Examinations Officer to produce examination timetables and invigilation schedules.
- The Director of Studies will run the Scholars Programme for the most academically able and gifted students in the Secondary School.
- The Director of Studies will be responsible for curriculum planning for each academic year, including the options selection blocking.
- The Director of Studies will work with the Head of Secondary School to create the school timetable.

### **Monitoring Academic Progress of Students**

- The Director of Studies will work closely with the Head of Secondary School to effectively monitor the achievements and academic progress of all Secondary School students. This will be done with the aid of both internally and externally produced data.
- To oversee the reporting systems in the school and to work alongside the Head of Secondary School to ensure that the reporting systems are smooth and accurate; including the final proof reading of reports before issuing.
- To review and issue academic transcripts, in liaison with the Head of Secondary School, and where appropriate the Director of Sixth Form.

### **Classroom Teaching**

- There is a teaching role (approximately 12 periods per week) attached to this leadership position. Any subject will be considered.

Reviewed: February 2019

Next review: July 2020