

Job Description: Director of Studies	
College:	Mander Portman Woodward (London)
Hours of work:	8.30 to 6.30. These hours may be relaxed to 9.00 am to 5.00 pm outside of term time.
Salary:	£30,000-£42,000 depending on qualifications and experience.
Holiday Entitlement:	40 days (excluding Bank Holidays) per annum.
Responsible to:	Vice Principal and Principal.
Annual appraisal:	Principal and one other member of the SMT.
Main duties and responsibilities:	<ul style="list-style-type: none"> • Student welfare: promoting and safeguarding the welfare of the students for whom you are responsible and with whom you come into contact. • Student supervision: providing pastoral and academic support to approximately 50 students, including the writing references, covering reports and other correspondence with parents and guardians. Directors of Studies are expected to have regular one-to-one meetings with their students throughout each term to discuss issues such as academic progress, involvement in extra-curricular activities, university applications etc and to maintain frequent contact with parents and guardians. • Teaching: approximately 12 hours of group or individual teaching per week during term time and up to one week of Easter Revision tuition. • Student discipline: ensuring students follow all college rules and generally behave in a manner which enhances the reputation of the college as whole. • Student recruitment: interviewing prospective students and their parents, taking up references from previous schools and keeping them up to date with former pupils' progress. • Liaison with external bodies: maintaining links with external academic bodies including examination boards and universities and with professional associations. • Planning and implementation: assist members of the SMT with the development, implementation and review of the College Development Plan. • Events planning: assist with the organisation of events such as prize-giving, parents' evenings, Open Days and A level options seminars. • Special projects: from time to time you may be asked, individually or with others, to work on unspecified projects of an administrative or academic nature. Such projects might include organisation of seminars for external students, being an Easter Revision Course Director, authoring/editing Trotman University entrance guides or organising extra-curricular activities. • General: assist other senior staff in ensuring the day-to-day activities of the college run smoothly, including attending college committees on pastoral matters. <p>You may also be required to undertake such other comparable duties as the College may require from time to time</p>

Person Specification: Director of Studies			
	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> • A good first degree • Record of Continuous Professional Development in curricular and/or pastoral matters 	<ul style="list-style-type: none"> • PGCE or other suitable teaching qualification 	Production of the Applicant's certificates
Experience	<ul style="list-style-type: none"> • Experience of dealing with curricular and pastoral issues • Experience of strategic development planning • Involvement in and support for the promotion of extra curricular activities 	<ul style="list-style-type: none"> • Experience of managing departmental and/or whole school issues and development • Experience of staff recruitment and/or mentoring • Supervision of UCAS personal statement writing and of writing academic references 	Contents of the Application Form Interview Professional references
Skills	<ul style="list-style-type: none"> • Excellent communication and listening skills • Strong administrative and organisational skills • Powers of diplomacy and persuasion • An ability to include others and develop a teamwork ethos • An ability to monitor and evaluate • An ability to see through a task from beginning to end 	<ul style="list-style-type: none"> • Proof reading • A good level of IT competency 	Contents of the Application Form Interview Professional references
Knowledge	<ul style="list-style-type: none"> • Awareness of likely future developments at Key Stage 4 and post-16 levels • Awareness of university entrance procedures and criteria 	<ul style="list-style-type: none"> • Writing of learning plans (ASPs) to reflect individual student's educational needs • Exam entry and cashing procedures, access arrangements, special consideration requests 	Contents of the Application Form Interview Professional references
Personal competencies and qualities	<ul style="list-style-type: none"> • Positive attitude to use of authority and maintaining student discipline • An ability to react quickly and show leadership when faced with unforeseen circumstances • An ability to strike a good rapport with staff, parents and students • Firmness, resolve, tolerance and patience • Willingness to work beyond normal office hours, particularly at times of peak workload • Being a positive role model 		Contents of the Application Form Interview Professional references