



The Prebendal School

Appointment of Director  
of Teaching and Learning  
at the Prebendal School  
for September 2021  
(or earlier)







The Head of the Prebendal School seeks to appoint, for September 2021 or earlier, a Director of Teaching and Learning at this lively, successful and historic Cathedral Choir School.

The Prebendal School is the oldest school in Sussex and probably dates back to the foundation of Chichester Cathedral in the eleventh century when it would have been a 'song school' responsible for teaching the choristers. It was re-founded as a grammar school in 1497 by the then Bishop of Chichester, Edward Storey, who attached it to the Prebend of Highleigh, after whom the school was named.

The school is now a co-educational day and boarding preparatory school educating children between the ages of 3 and 13 years. Like many other Cathedral Choir Schools, the school occupies a range of buildings in and around the Cathedral Close dating from the original, fourteenth century song school to the modern Highleigh Building built and opened in 2000.

Outlined below are the key responsibilities of the Director of Teaching & Learning. The post is expected to evolve in order to take account of the candidate's strengths and weaknesses.





# DIRECTOR OF TEACHING AND LEARNING

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## Key Responsibilities

The Director of Teaching and Learning is a key member of the Senior Management Team, reporting directly to the Head and, at times, working closely with the Pre-Prep Coordinator.

The main role is to monitor, evaluate and develop the curriculum, the teaching, the reporting and recording procedures and the assessment practices of the school.

### **The post holder will:**

- Share good practice with colleagues, leading by example and promoting high standards in the delivery of the curriculum;
- Be proactive and interested in keeping the school up-to-date over the latest educational issues, attending courses and conferences as appropriate;
- Keep abreast of educational developments in the independent and state education systems and possess a thorough and up-to-date working knowledge of the Independent Schools Inspectorate requirements;
- Provide and promote academic liaison between the EYFS, Pre-Prep and Prep departments of the school;
- Be fully involved with the life of the school, both inside and outside the classroom.





## Monitoring, Evaluation and Development of Teaching and Learning

**The role requires the post holder to:**

- Encourage high teaching standards and to act as a role model to colleagues, in and out of the classroom;
- Develop the classroom practice of teachers at the school to ensure the highest possible academic standards;
- Implement initiatives and practices which enhance the learning experiences provided to the children;
- Monitor and evaluate the teaching and learning through a programme of curriculum observation, including mutual observation and work scrutiny;
- Organise the staffing of the curriculum and liaise with the Head of Academic Administration in the production of an effective timetable;
- Set agendas for and distribute minutes of weekly Academic Meetings and Heads of Department meetings, and chair these meetings, as well as monitor other department meetings;
- Work closely with Heads of Department in developing schemes of work, policy documents and development plans, and ensure that relevant planning and evaluations are completed;
- Support colleagues in the promotion of high standards in each subject area;
- Work closely with the Head of ICT and other staff in ensuring that the school's Digital Learning Strategy enhances the delivery of the curriculum;
- Ensure that the school's policies are adhered to in respect of teaching and learning;
- Ensure display board around the school remain updated and current.





## Curriculum, Assessment and Transfer

### **The role requires the post holder to:**

- Monitor and develop as necessary the systems in use for reporting pupil attainment, achievement and progress to parents;
- Monitor and respond to the Effort and Attainment results of pupils;
- Develop the staff's use of the School Management System (PASS / 3SYS) for academic purposes, especially the tracking of pupils' assessment;
- Keep up-to-date with changes in educational theory and subject requirements: the National Curriculum; Common Entrance and Scholarship expectations;
- Enter pupils for Common Entrance examinations (where required) and order past CE papers as required by departments;
- Receive and distribute literature from IAPS, ISEB, ISI, Senior Schools, SATIPS, QCA, etc.;
- Liaise with the Directors of Studies and Registrars at Senior Independent Schools in order to ensure a smooth academic transfer;
- Co-ordinate / organise the Year 7 Common Academic Pre-Test for 13+ entry to senior schools;
- Produce reference reports for current pupils' future schools;
- Provide relevant data to staff for discussion regarding pupils' progress after examinations
- Organise, with the Head, scholarship assessments for internal candidates;
- Assist in the preparation of pupils for senior school tests and interviews;
- Organise the administration of standardised tests for pupils.





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

- Co-ordinate the termly Academic Committee Meetings (attended by governors and members of the SMT), including the preparation and presentation of reports;
- Assist the Senior Management Team in deciding appropriate whole school INSET;
- Be closely involved in the appointment and induction of new teaching staff;
- Be involved in the Appraisal and Performance Review of staff;
- Monitor, with the Head, the professional development courses attended by staff;
- Be responsible for the regular review of whole school curriculum policies;
- Ensure that areas of the website relating to academic matters are regularly updated;
- Add opinion and thought to whole school development issues.

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 Head.



## PERSON SPECIFICATION

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The school seeks to appoint somebody with an honours degree, who holds a recognised teaching qualification and has appropriate experience and proven leadership qualities, to take up the appointment in September 2021 or earlier if possible.

The position of Director of Teaching & Learning 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.

Accommodation is available (1 bedroom flat) for candidates willing to assist with boarding duties.

The following lists provide the Essential and Desirable Characteristics, Skills, Qualities and Experience for the Post of Director of Teaching & Learning:

### Essential

- An ambitious person with great energy and clear leadership potential;
- Proven record of high level of administration;
- Excellent communicator (written and verbal) with parents, pupils and colleagues;
- Experience of leading and managing a department;
- High levels of energy and commitment;
- Personally committed to continuing professional development;

- Ability to maintain confidentiality appropriate to the setting;
- A team player with sound interpersonal skills and sensitivity;
- Honest and hard-working;
- Ability to see the wider picture;
- An eagerness to participate fully in the life of a busy Prep School;
- A sound level of competence in ICT;
- Enthusiasm and a keen sense of humour;
- An effective and successful teacher with firm discipline, high personal standards and high expectations of pupils;
- Committed to safeguarding the physical, emotional and mental well-being of young people.

### Desirable

- Evidence of recent professional development;
- Experience of managing professional development;
- Remains positive and enthusiastic under pressure;
- Awareness of the needs of others;
- An ability to coach sport.





## APPLICATION PROCESS

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The closing date for applications is Mon 1st March and it is anticipated that Long List Interviews will take place via Zoom the week beginning Mon 8th March, with Shortlist interviews the week commencing Mon 15th March.

The Prebendal School is an equal opportunities employer with a very strong Child Protection Policy in force. Further details about the school and how to apply can be found on our website at [www.prebendalschool.org.uk](http://www.prebendalschool.org.uk)

*A Disclosure from the Disclosure and Barring Service will be requested in the event of a successful application. The Prebendal School follows the Code of Practice issued by the DBS, a copy of which is available on request. A criminal record will not necessarily be a bar to obtaining a position. The Prebendal School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*