

## Job Description

**Job Title:** Director of Studies

**Responsible to:** Head

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### Key Accountabilities:

- To support the Head in evaluating, co-ordinating and developing the academic aims and standards of the whole school in partnership with pupils, staff, governors and parents.
- To lead Curriculum Review Committee meetings and report to the Deputy Head progress and development.
- Be responsible for ensuring that there is:
  - a rigorous understanding of the assessment and reporting framework and a clear cycle of CPD to ensure that staff are sufficiently trained
  - time for subject leaders to monitor the quality and accuracy of assessment in their subject
  - analysis of tracking data linking outcomes and areas of development to the school development plan
  - providing feedback to subject leaders and teachers about overall progress and the School's next steps
  - detailed evaluation about progress against pupil goals
- To build an ethos which secures a caring, positive environment in which all can reach their potential.
- To liaise with Department Heads/Subject Co-ordinators/Head of Inclusion/G & T Co-ordinator on academic and curriculum matters, reporting to the Deputy Head and Head on a regular basis.
- To support the Heads of Departments with their annual Subject Development Plans and produce a whole school booklet of the targets, deadlines (and associated costs) across the whole school.

- To inform the Head and Deputy Head of the priority targets for subject development within the school. This information will feed into the whole school development plans.
- To convene and chair meetings with parents and children to discuss academic performance, setting and assessments.
- To lead meetings related to setting and provide staff and parents with clear criteria on how the setting procedure is carried out. To publish setting arrangements.
- To report on the outcome of meetings with staff to the Head and/or Deputy Head.
- To ensure that the systems used by the School give parents and children visibility of attainment and progress, the data used for reporting and the subject frameworks.
- To oversee communication and liaison with parents on academic matters to enable them to support their children and the school as a whole.
- To provide the Head and Deputy Head with all necessary information and material relating to the academic performance of children within the school.
- To manage the input of academic data and stream/set changes on ISAMS.
- Support with the creation, development and distribution of the timetable.
- Manage the schedule of Head of Department Learning Walks and facilitate their feedback at staff meetings.
- Manage the termly book scrutiny and feedback to staff.
- Support the leadership with uploads to the ISI website.
- Take responsibility for updating the Assessment and Curriculum Policies.
- To ensure that the Heads of Departments assess the children in their subject across a year group on a half-termly basis, and record the data on ISAMS.
- To analyse the academic data and give a termly report to the Head and Deputy Head on standards of achievements and progress across year groups and teaching groups (EYFS to Year 8).
- Support the development of ISAMS for monitoring whole school progress and achievements.

- Ensure that all staff follow the school Marking Policy and Assessment Policy, individual pupil target setting and Assessment for Learning policy and procedures.
- Co-ordinate, manage and arrange supervision of all examinations within the school in consultation with the Heads of Section.
- Order all internal assessments and examination papers.
- To demonstrate an ability to inspire others, balanced with an open approachable style of management.
- To co-ordinate the induction programme for new staff and ensure policies are followed.
- To purchase all standardised test materials and hold centrally individual assessment folders for all children (Year 1 – Year 8).
- To produce termly a Director of Studies newsletter outlining deadlines, assessment weeks and reports schedules, etc.
- To co-ordinate individual assessments for new children in consultation with the Admissions and Marketing Officer.
- Oversee the report writing process and ensure that school reports are of the highest standard, and are distributed to parents by the deadline(s).
- To assist Co-ordinators/Heads of Department to review all academic policies, curriculum documents, schemes of work and development plans.
- To manage the production of the Curriculum Overviews and Guides (EYFS to Year 8) on an annual basis.
- To oversee the compilation of academic yearbooks and present information at Parents' Information Evenings, as required.
- To support the Head with staff INSET.

Whilst every effort has been made to explain the main duties and responsibilities of the role, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Head to undertake work of a similar level that is not specified in this job description.

**DIRECTOR OF STUDIES  
PERSON SPECIFICATION**

All of the following criteria are essential unless otherwise stated and will be tested as part of the selection process. Your personal statement should address all points below.

<b>Qualifications</b>
Educated to degree level.
Qualified teacher status in the UK.
<b>Professional Knowledge and Understanding</b>
Knowledge of effective strategies to include, and meet the needs of all pupils.
Experience of managing a department and middle management teams.
Must have extensive and varied experience of teaching at KS1 – KS3.
Must have excellent knowledge of Health and Safety, SEND and Child Protection.
Must have experience of effective planning, monitoring assessment, tracking and record keeping to promote high quality teaching and learning.
<b>Professional Skills and Abilities</b>
A consistently good classroom practitioner willing and able to teach a class in any key stage.
Must be able to plan lessons effectively for all the pupils in a class, setting clear learning intentions and differentiated tasks.
Have the ability to manage and report the use of a curriculum budgets and management.
An understanding of and commitment to the strategies required to maintain and improve the high standards of teaching and learning in the subject.
Must be able to analyse data effectively to assess pupil performance.
<b>Personal qualities</b>
Must be willing and enjoy engaging parents/carers in order to encourage their close involvement in the education of their children.
A teacher with a flexible approach to work who enjoys being a good team member.
Must have good communication skills both orally and in writing.
Must be able to manage own workload effectively and respond swiftly to tight deadlines.
Good interpersonal skills, with the ability to inspire, enthuse and motivate others and develop effective partnerships.
Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit.
Must be able to exercise sensitive pastoral and academic leadership and maintain good relationships with staff.
To practice equal opportunities in all aspects of the role and around the work place in line with policy.
<b>Additional</b>
A DBS enhanced disclosure that is satisfactory to us will be a condition of your appointment.
To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures.
A willingness to offer extra-curricular clubs/activities within the school.

Applications should note that all of the above will be tested as part of our robust selection process. Candidates shortlisted for interview will be required to provide evidence of qualifications and may be subject to competitive selection tests.

**The Hampshire School is committed to safeguarding and promoting the welfare of children and young people and have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. We expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to enhanced Disclosure and Barring Service checks along with other relevant pre-employment checks, including checks with past employers.**