



BUCKINGHAM PREPARATORY SCHOOL
AN INDEPENDENT SCHOOL FOR BOYS

DIRECTOR OF STUDIES

Job Description



POST: Director of Studies
JOB PURPOSE: <ul style="list-style-type: none">• Under the direction of the Headteacher and Deputy Headteacher, to develop and developing and maintain the academic standards of the school, establishing the policies through which they shall be achieved, guiding staff and resources to achieve them as well as monitoring progress towards achievement.• The Director of Studies will have delegated responsibilities related to whole school-based decisions. This will be in addition to carrying out the professional duties of a teacher.• To uphold the ethos, aims and values of the school, its policies and codes of practice at all times and in all circumstances.• To be part of the leadership group developing and promoting high standards and achievement in all areas.• To develop and deliver an appropriately broad, balanced, relevant and differentiated curriculum for all learners.• To facilitate and promote learning experiences which provide learners with the opportunity to achieve their potential and contribute to raising standards.•
REPORTING TO: The Headteacher
LIAISING WITH: All staff (teaching/ support), parents and governors, Government and external agencies.
LINE MANAGEMENT OF: <ul style="list-style-type: none">• Some teaching staff as appropriate• Support staff as defined by the Headteacher.

KEY RESPONSIBILITIES:

1. Core Purpose and Accountability

- Under the direction of the Headteacher and Deputy Headteacher, to develop and maintain the academic standards of the school, establishing the policies through which they shall be achieved, guiding staff and resources to achieve them as well as monitoring progress towards achievement.
- Undertake the professional duties of the management team reasonably delegated to you by the Headteacher.
- In partnership with the Headteacher and the Deputy Headteacher provide professional leadership and management of teaching and learning throughout the school.
- To provide professional input into the school development plan (SDP) priorities and ensuring ISI regulations are monitored and met.
- To have specific responsibility for the curriculum within the school.
- To lead on specific projects as required.
- Be a member of the SLT and maintain close daily contact with the Headteacher, Deputy Headteacher and staff to facilitate good communication.

2. Teaching and Learning

- Carry out the duties of a class teacher as set out in the current academic school year's Teachers Pay and Conditions Document, subject to any amendments due to Government legislation. This includes any duties as may be reasonably directed by the Headteacher.
- To provide a role model for high standards of teaching and learning through personal example.
- To be responsible for teaching, learning and standards, mainly in the allocated Key Stages, in line with the Teaching Standards and school policies.
- To facilitate and encourage learning which enables students to achieve high standards, to share and support the corporate responsibility for the well-being, education and discipline of all children.
- To uphold the school's principles and policies which underpin good practice and the raising of standards, and promote the school's aims and Values.
- To actively undertake professional development through keeping abreast of the latest developments and thinking, coaching and mentoring, self-evaluation and peer review.

3. Main Duties:

a) Shaping the Future

WITH THE HEADTEACHER/DEPUTY HEADTEACHER:

- Ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- Demonstrate the vision and values of the school in everyday work and practice. Motivating and working with others to create a shared culture and positive climate.
- Lead the ongoing and annual review of standards, leadership, teaching and learning areas of across all areas of school provision.
- Input to and assist with the implementation of the school's strategic development plan, taking into account the diversity, values and experience of the school and community at large.
- Establish short, medium and long term plans for the development of the academic standards.
- Develop and implement policies and practices for the raising of academic standards.
- Monitor the progress made in achieving academic plans and targets, and evaluate the effect on teaching and learning.

- Work with outside agencies and stakeholders to inform future action.
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.

b. Leading Teaching and Learning

- Represent staff views to the Headteacher/Deputy Headteacher and ensure that the SLT view is relayed to staff in a positive united way.
- Work alongside the Headteacher and Deputy Headteacher to raise the quality of teaching and learning and pupil's achievement, setting high expectations and monitoring and evaluating effectiveness of learning outcomes.
- Ensure a consistent and continuous school-wide focus on pupil achievement, using data and benchmarks to monitor progress in every child's learning.
- Ensure that learning is at the centre of strategic planning and resource management.
- Provide regular feedback for colleagues in a way which recognises good practice and supports their progress against professional and performance management objectives.
- Create, maintain and enhance effective relationships with all staff.
- With the Headteacher and Deputy Headteacher recruit and select teaching and support staff as appropriate.
- Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- Ensure appropriate reports are written and shared with parents, providing feedback and guidance where necessary.

SPECIFIC TO THIS POSITION:

- To lead on strategies and plans to continue to improve and build upon the teaching and learning provision within the school.
- To track pupils progress and plan and monitor interventions in relation to secondary school entrance exams.
- To lead and deliver information to all stakeholders regarding the 11+ system and identify any changes and trends in behaviour.
- To monitor pupils school offers and share information with parents regarding current secondary school focuses and admissions processes.
- To act as part of the schools safeguarding team as Deputy Designated Safeguarding Officer.
- To have specific responsibility for the curriculum within the school.
- To lead on a core curriculum subject.

c. Securing Accountability

- Challenge underperformance at all levels and ensure effective corrective action and follow-up is put in place and has an impact on improvement.
- Assist with the developing of individual staff accountabilities related to academic standards that are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Contribute to the school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Work with the Governing Body (providing information, objective advice and support) where appropriate.
- Develop and present a coherent, understandable and accurate account of the school's academic performance to a range of audiences including governors, parents and carers.
- Agree, monitor and evaluate pupil progress targets to make a measurable contribution to whole school targets including SEND and Gifted and Talented.
- Engage all staff in the creation, consistent implementation and improvement in schemes of work and diverse, flexible curriculum plans which encapsulate key school learning strategies.
- Provide guidance on a choice of teaching and learning methods/strategies.
- Exemplify outstanding practice; undertake shared planning, team teaching etc.
- Develop and implement systems for recording individual pupil's progress.
- To be actively involved in whole school monitoring, evaluation and review programmes e.g. evaluating the quality of teaching and learning and standards of achievement, initiating strategies and setting targets for improvement.
- To implement the school's policies on safeguarding across the school.

d. Developing Self and Working with Others

- Work with the Headteacher and Deputy Headteacher to build a professional learning community which enables others to achieve.
- Support staff, in achieving high standards through effective continuing professional development.
- Be committed to your own professional development.
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture in line with agreed policies.
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Develop and maintain a culture of high expectations for self and others.
- Regularly review own practice, set personal targets and take responsibility for own professional development.
- To keep abreast of current developments in education generally and leadership and management in particular.

e. Resource and Organisation Management

- Work with the Headteacher and Deputy Headteacher to provide effective organisation and management of the school and seek ways to improve learning and teaching functions based on rigorous self-evaluation.
- Work with the Headteacher and Deputy Headteacher to ensure the school, the staff and resources within it are organised and managed to provide an efficient, effective and safe learning environment.

- Secure and allocate resources to support effective learning and teaching within all subject area(s).
- Ensure the supervision of pupils at lunchtime, at the beginning and end of the school day
- Lead assemblies when appropriate.
- Use and integrate a range of technologies effectively and efficiently to assist in the management of the school. (Engage Management System).

f. Strengthening Community

- Work with the Headteacher and Deputy Headteacher to engage with the internal and external school community to ensure equity of provision and opportunity.
- Work with the Headteacher and Deputy Headteacher in collaborating with other schools and organisations to share expertise and bring positive benefits
- Work with the Headteacher and Deputy Headteacher to work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.
- Participate actively in parent and community events to develop and maintain good relationships and provide for the academic, spiritual, moral, social emotional and cultural well-being of pupils and their families.
- Emphasise the benefits of a multi-ethnic school, which strongly opposes any form of racism, and promotes equality of opportunity in terms of gender, ethnicity, religion, sexuality, class and disability.
- Build a school culture and curriculum which takes account of the richness and diversity of the school's communities.
- Co-operate and work with relevant agencies to protect children.

g. General Duties

- Undertake such duties at the direction of the Headteacher/Deputy Headteacher as may reasonably be required by the changing needs of the school and the pupils.
- Attend meetings or events when required, out of school hours and at certain points during some school holidays, particularly prior to the start of each new school term.
- To supervise and monitor learners' behaviour and conduct both in lessons and in the playground as part of the school duty of care, pastoral and welfare support.

h. Specific Responsibilities

(NB. These tasks will be specific to the person, the school context and the requirements of the post but may be subject to change)

- To provide professional leadership and management of academic areas of the School Development Plan as agreed, on an annual basis, with the Headteacher.
- To take an active role in the school's leadership team, contributing to the development of identified areas leading to high standards of teaching, effective use of resources and improved standards of learning and achievement for all children.
- To identify and pursue leadership and management development opportunities including training (to be agreed and negotiated with the Headteacher who will give support throughout).
- With the Headteacher and Deputy Headteacher to manage whole school professional development linked to academic standards including the organisation of regular INSET and staff meetings where appropriate, liaising with teachers and using a wide range of approaches, linked to whole school requirements.
- Developing and managing partnerships, at both strategic and operational levels, with parents and the community within and beyond the school; including consultation, engagement and

support in order to secure the academic spiritual, moral, social emotional and cultural well-being of pupils and their families.

- Keep up-to-date with safeguarding practices, staff recruitment, induction and training; case management – liaising with staff, families and agencies.
- Develop and manage the delivery of specific subjects across the school.
- Deputy DSL – refer to Safeguarding Policy/Keeping Children Safe in Education.

Not all of the above duties will need to be performed all of the time and will vary according to the needs of the school at different points. The specific focus for the Director of Studies work programme will be negotiated and agreed at the beginning of the performance management cycle.