



# TRURO SCHOOL

## PREP

### JOB DESCRIPTION

**JOB TITLE:** Director of Studies at Truro School - Prep

**GRADE:** ML3 on the Truro School pay scales

**REPORTING TO:** Head of Truro School - Prep

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#### ROLE OVERVIEW

The Director of Studies will be a well-qualified and experienced teacher with a knowledge and love of teaching children in the 3-11 age range. The Director of Studies is responsible for the management and development of the curriculum, assessment and the academic life throughout the school, from our Pre-Prep to Year 6. The Director of Studies will be a member of the School's Senior Leadership Team and have approximately a 0.5 teaching timetable, including form tutor duties and responsibilities.

#### KEY TASKS AND RESPONSIBILITIES

There are three major areas of responsibilities:

- Teaching and Learning
- Curriculum Development
- Monitoring and Assessment

#### Teaching and Learning

- Continue to raise the quality of teaching, learning and curriculum provision across the school by supporting teachers and Subject Coordinators within their roles;
- Monitor standards of teaching and learning, including classroom observations and work/book scrutiny;
- Support the ethos and development of the school in line with the strategic plan and through effective and well-planned initiatives;
- Update and coordinate academic documentation including the annual updating of academic policy documents; and in preparation for ISI inspections;
- Review and update curriculum summaries in order to ensure an appropriate balance of knowledge and skills;
- Monitor departmental planning and assessment procedures to ensure equality of provision across the curriculum areas;
- Ensure extended provision for able and interested children;
- Lead the Subject Coordinators' Committee;
- Have an oversight of EYFS needs;

- Create and amend the annual staffing model in conjunction with the Head;
- Have responsibility for the timetable and yearly planning;
- Liaise with Truro School's Deputy Head (Academic) over whole school academic matters;
- Jointly chair the Cross Campus Working Party;
- Chair the Academic Committee;
- Keep abreast of current thinking and developments in teaching and learning and promote innovative and effective teaching strategies;
- Work with the Subject Coordinators to ensure the School is updated on national trends and changes;
- Ensure agreed paper work is in place and regularly updated;
- Oversee and guide the SENDCO and SEN/AEL departments;
- Write future school references for pupils.

### **Curriculum Development**

- Organise, drive and develop an exciting and progressive curriculum;
- Work with Subject Coordinators in developing schemes of work and departmental documentation;
- Monitor departments and work closely with Subject Coordinators.

### **Monitoring and Assessment**

- Coordinate, analyse and report assessment data in conjunction with subject and form teachers;
- Be responsible for the updating, tracking and monitoring of pupil progress;
- Coordinate assessment for pupils in Years 1 to 6;
- Enter and maintain all assessment records on the school database and ensure accessibility for staff;
- Ensure that all assessment information on all pupils is kept up to date by colleagues;
- Monitor assessment data and identify underlying trends that might influence or change the approach to teaching and learning within the school;
- Lead progress review meetings for all pupils from Years 3 to 6;
- Lead the School's appraisal and CPD processes;
- Mentor teaching staff as appropriate to support their professional development;
- Timetable exams and assessments, including entrance assessments;
- Liaise with admissions in terms of entry assessments;
- Run year group work scrutiny.

### **PERSON SPECIFICATION**

#### **Essential**

- Well qualified graduate with a teaching qualification and successful experience in teaching within the primary age range
- Knowledge and love of working with children aged 3-11
- Excellent classroom practitioner who can lead by example and ensure the highest professional levels of performance of all staff
- Have an interest and continued review of current educational issues affecting the 3-11 age group
- Inspired by the school's mission and aim and a commitment to vigorously promote and model the behaviours and values expected of others
- Demonstrate integrity and trust by all members of the community
- Flexible in approach and work well in a team at all levels in the School
- Dynamism with the ability to use initiative and be decisive
- Demonstrate common sense and calmness to cope under pressure
- Presence and be able to command the respect of pupils, colleagues and parents

- Leadership and management skills to improve and maintain high levels of pupil attainment and CPD of colleagues
- Collaborative working practices developed and demonstrable
- Excellent organisation and time management skills
- Excellent administrative and IT skills
- Excellent verbal and non-verbal communication skills, with the ability to speak in public and communicate in writing to colleagues, parents and others, as appropriate
- Ability to present to governors and other stake-holders regarding academic matters
- Accessible and approachable to pupils, colleagues, parents and prospective parents
- Have an interest and be actively involved in all aspects of a busy Prep School
- Proven experience of promoting the health, welfare and safeguarding of children and young people whilst creating a climate of respect and understanding of the needs of children
- Sensitivity to the Methodist ethos of the School

#### **Desirable**

- Ability to teach Computing to Key Stage 2
- Working knowledge of SIMs
- Experience in the different areas of learning support
- Ability and willingness to drive a minibus
- The ability to play the piano/musical instrument

#### **ADDITIONAL**

- Truro School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and behave accordingly. This role will involve daily contact with children.
- This role is expected to also participate fully in the life of the School, including attendance at evening and weekend functions and events, Open Days and sometimes at exhibitions off-site.
- This job description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

**Date reviewed: February 2021**

**Reviewed by: Head of Prep**