



TOWN CLOSE SCHOOL

NORWICH'S FINEST PREP SCHOOL • FOR GIRLS & BOYS • 3-13 YEARS

At Town Close we value our individual pupils and staff for the breadth and variety of their talents. Our core values are effort, commitment, respect for others, thoughtfulness, and consideration.

DIRECTOR OF STUDIES Job Description

The Director of Studies is responsible to the Headmaster for the School's academic curriculum, its administration, timetabling and direction, as well as assessment and tracking of pupil progress.

He / She has particular responsibility for the following:

1. Working in partnership with the Headmaster (including regular consultation) sharing management of the School. One of a four-person Prep Management Team, which includes two Deputy Heads. One of an eight-person Senior Management Team, which comprises the Bursar, Assistant Bursar and the Head and Deputy Head of the Pre-Preparatory Department, in addition to the members of the Prep Management Team.
2. Overseeing the academic curriculum and leading its development. He / She must be forward-looking and innovative in their outlook.
3. Overseeing and continuously updating the academic sections of the iSAMS system, including timetabling, assessment and reporting.
4. Keeping up-to-date with new developments, including Government initiatives and regulatory requirements and disseminating academic information for the staff.
5. Overseeing the implementation and updating of schemes of work and other departmental documentation, in conjunction with Heads of Department in each subject area.
6. Facilitating and encouraging cross-curricular links throughout the School.
7. Facilitating and, where appropriate and possible, attending subject meetings.
8. Creating, implementing and updating documents of academic policy and practice.
9. Controlling the academic budget of the School and maintaining an overview of the School's academic resources in liaison with Heads of Department of each subject.

10. Maintaining an overview of internal and external examinations and tests, in which he /she will work closely with the Headmaster, liaising with the Joint Deputy Heads over invigilation schedules.
11. Organising the reporting system and monitoring the standard of reporting to ensure appropriate sharing of assessment data and feedback with parents.
12. Maintaining close interest and involvement in the placement, progress and promotion of individual children through the School and reviewing the way in which they are extended and supported in all areas.
13. Overseeing and supervising the induction and assessment of new members of the teaching staff, including NQTs, and in general supervision of teaching staff during their probation and giving support and encouragement to all new members of staff.
14. Planning, organising and preparing the academic content of INSET days, in liaison with the Headmaster and Head of the Pre-Preparatory Department.
15. Notifying staff of training opportunities available, researching opportunities in response to staff training needs and requests and encouraging all staff to develop themselves professionally through training. Monitor and keep a record of CPD courses teaching colleagues attend. Encourage, monitor and keep a record of peer lesson observations across the School.
16. Helping the Headmaster and the Head of the Pre-Preparatory Department to direct the Staff Professional Development Programme.
17. Drawing up the teaching timetable after wide consultation.
18. Liaising between the Headmaster and the staff in academic matters, where desired by the Headmaster.
19. Working with the Headmaster, the Deputy Heads and others in the selection and recruitment of new members of staff.
20. Generally assisting and supporting the Headmaster in all academic matters including ensuring the quality of the teaching programme.
21. Having an overview of SEND provision and, in consultation with the Head of Learning Support, ensuring effective liaison with Common Room colleagues.
22. Overseeing the organisation of Parents' Evenings in conjunction with the Headmaster and the Headmaster's Secretary.
23. Having the overview of termly educational visits.
24. Ordering, arranging and implementing the standardised testing programme within the School.
25. Carrying out assessments on prospective pupils for the Prep Department.
26. Overseeing 13+Common Entrance entry for Year 8 pupils and 11+CE entry for Year 6 pupils (taken as internal exams). In consultation with the Headmaster, discussing

school choices, entering pupils for subjects and particular levels, liaising with senior schools on related academic matters.

27. Developing knowledge of senior schools, their entrance procedures, scholarship opportunities etc., assessing suitable matches between individual pupils and schools based on this knowledge and previous experience.
28. Analysing academic results including CE exams and standardised tests.
29. Carrying out staff appraisals as part of the programme overseen by the Deputy Head.

Last reviewed September 2020