



FULHAM PREP SCHOOL

DIRECTOR OF STUDIES - START APRIL/SEPTEMBER 2018

Fulham Prep is a co-educational school for 450 children aged from 7 to 13 in West London. We seek to appoint a Director of Studies to lead and shape the academic programme of the school.

Applications are encouraged from dedicated teachers, with sound administration skills, who may or may not currently hold a senior management position.

Working closely with the Deputy Head and Head, the candidate will be able to direct and guide both senior and junior members of staff. Key aspects of the role will include:

- Plan and oversee School timetable in conjunction with the Deputy Head
- Internal and external examinations
- Senior School transition
- Developing the curriculum
- Line management of teaching staff
- Monitoring and tracking of pupils progress to help inform teaching and learning strategies
- Administer online assessments and ISEB Pre-Tests and analyse results and data
- Co-ordinate the 11+ and 13+ Scholarship programme

Closing date for applications: 10:00 a.m., Monday 29th January 2018

Interviews: w/c 5th February

Please go to our website (<http://fulhamprep.co.uk/our-school/Vacancies/>) for an application form, job description and copies of our recruitment policy and equal opportunities form.

Fulham Prep is an equal-opportunity employer and is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Scheme.



FULHAM PREP SCHOOL
DIRECTOR OF STUDIES JOB DESCRIPTION

In ADDITION to the General Professional Duties of all teaching staff, the Director of Studies' role includes:

1. Teaching

- Teach an academic subject (reduced timetable)
- Make a contribution to the extra-curricular life of the School

2. Staffing, Curriculum and Timetable

- Helping with the recruitment and induction of new staff.
- In conjunction with the Deputy Head, designing the school timetable each year and deploying academic staff appropriately.
- Assisting in determining staff workloads.
- Forecasting staffing needs for the following year.
- Supporting PGCE trainees and NQTs.
- Encouraging high teaching standards and acting as a role model and inspiration to colleagues in and out of the classroom.
- Overseeing the placement, progress and promotion of individual children through the school.
- Ensuring that staff absence & loss of pupil lessons are not unreasonable, and challenge excesses.
- Planning, organising and preparing INSET days at the beginning of each term in liaison with the Deputy Head.
- Notifying staff of training opportunities available, researching opportunities in response to staff training needs and requests, and encouraging all staff to develop professionally through training.
- Overseeing the development and implementation of schemes of work and policy documents, especially the Curriculum Policy.

- Keeping abreast of developments in the national inspection regime and disseminating relevant news and updates.
- Keeping aware of curriculum developments and taking opportunities to learn from other schools through formal and informal contacts, conferences and the like.
- Organising and coordinating the annual, whole-school, Curriculum Week.

3. Liaison with Academic Departments

- Liaising with the Learning Support Co-ordinator to ensure the needs of all children with learning difficulties are being met.
- Liaising with the Head of EAL to ensure the needs of all children for whom English is a second language are being met.
- Leading and supporting Heads of Department, particularly in developing high standards within each subject area.
- Assisting with the appraisal programme.
- Co-ordinating school prizes and planning termly and annual prize-giving ceremonies.

4. Examinations, Scholarships and Senior School Transition

- Maintaining contact with relevant staff and Admissions Departments in senior independent schools.
- Co-ordinating the list of pupils' destination schools in liaison with the Head, parents and colleagues.
- Advising parents about senior schools, their entry procedures and scholarships.
- Overseeing the selection and proper preparation of Academic Scholarship candidates.
- Organisation of all external and internal examinations and analysis of results and data to inform teaching and learning:
 - Scholarships
 - Common Entrance
 - Pre-Tests
 - Interview preparation
 - Cognitive testing
 - School assessment and examinations
- Liaising with Art, Music, DT, ICT, Sport and Drama over scholarship examinations and applications.
- Overseeing references and leavers' reports for senior schools.
- Managing the examinations budget.

5. Further responsibilities, as reasonably requested by the Head or Deputy Head

- Adhere to the conditions set out in the Employee Handbook and the Staff Handbook.