

## **Assistant Head (Director of Studies): Job Description**

**Reports to:** Deputy Head (Academic)  
**Objective of Role:** to support the Governors, Headmistress and the School Leadership in ensuring that the pupils are provided with a high-quality academic programme. This is in addition to the roles and responsibilities described in the generic job description for teachers.

### **Main duties:**

- To be a point of contact to support and guide all staff (academic and support) on a day-to-day basis.
- To work closely with the Deputy Head (Academic) in setting the agendas for SLT Academic meetings, attending meetings, taking minutes and actioning decisions.
- To attend SLT meetings and to contribute to the strategic vision of the school.
- To carry out staff appraisals as part of the Performance Management Cycle, and to undertake Learning Walks.
- Together with Deputy Head (Academic), the monitoring of individual subject departments as a line manager.
- To deputise for the Deputy Head (Academic) in chairing HoDs' meetings as required.
- Curricular oversight of all pupils (Years 7-13), including:
  - Producing the school timetable.
  - Overseeing the subject options process.
  - All organisational matters associated with the curriculum, including communication with staff, pupils and parents as necessary.
  - Having a composite view of all departmental performance through results, etc.
  - Producing reports and monitoring of assessment throughout the school.
  - The tracking of pupil performance, collating that data and its useful implementation.
  - Liaising with the Examinations Officer and producing analysis of examination results.
  - Administering and completing Official Returns and Value Added (University of Durham CEM programme; MidYIS, ALPS).
  - Preparing for, attending and contributing to Governors' Academic Committee meetings.
  - Updating policies as required to help ensure compliance (with Director of Operations).

- Responsibility for day-to-day running of elements of the school, including:
  - Preparing the staff supervision rota and monitoring the discharge of these duties.
  - The organisation and monitoring of staff cover and room allocations
  
- Responsibility for Teaching and Learning, including:
  - Ensuring high standards of practice through INSET, Learning Walks and dissemination of new ideas
  - Providing SLT support for the Learning Support Department and SENCO
  - Ensuring that teacher subject knowledge is secure and is updated in line with new curriculum requirements
  - Ensuring that assessment information is used to plan appropriate teaching and learning strategies that enable all students to make good progress
  - Making sure that teachers set challenging homework that consolidates learning
  - Embedding the school's marking policy to ensure that all teachers provide pupils with incisive feedback that shows them how to improve their work, including via work scrutiny.
  - Further developing standards in KS3 to ensure that students make the progress needed to prepare them for KS4 programmes of study
  - Working with the Deputy Head (Academic) to ensure that the gifted and talented are stretched academically.

### **Teaching**

- To teach a reasonable timetable as required.

### **Marketing**

- Be actively involved in the marketing of the school and attend feeder school events as required, including the possibility of undertaking overseas trips.
- Support the Director of Admissions in all aspects of recruitment (as required).
- To be a visible presence at school functions.

### **Additional duties**

- To support the School's values of Faith, Character, Intellect, Compassion and Community.
- To set a good example to the students at all times, including in matters such as dress code and moral conduct.
- Any additional duties the Head deems appropriate to undertake.
- To support the Effingham Schools Trust by discharging any duties that it requires.