



Kew House opened in 2013 and is now in its fifth year with over 450 students on roll. This will rise to 600+ in the next two years. The school is oversubscribed in Year 7 and has a rapidly growing sixth form. We admit a broad range of ability and select by aptitude. The curriculum structure is far from conventional but proving to be very effective in achieving high standards of attainment. The school enjoys new purpose-built facilities and state of the art IT infrastructure.

The Director of Studies will be a key member of staff working with the SMT and reporting to the Headmaster and Deputy Heads. We seek a graduate teacher and outstanding practitioner with experience of working at middle or senior management level. Candidates should be able to demonstrate a background in teaching and learning and curriculum monitoring and development. They should have excellent communication skills, energy and commitment.

The post holder will join the school's SMT with the principal task of supporting teaching and learning, monitoring standards, curriculum development and monitoring assessment and reporting within the school.

Further details of the school's policies and procedures can be found on our website;

[www.kewhouseschool.com](http://www.kewhouseschool.com)

Closing date for applications: 5.00 p.m. January 26<sup>th</sup> 2018

Interviews will be scheduled week commencing 5<sup>th</sup> February 2018



## **JOB DESCRIPTION**

**Job Title: Director of Studies**

**Reporting to: The Headmaster/Deputy Heads**

### **Monitoring, Evaluation and Development of Teaching and Learning**

The role requires the post holder to:

- Encourage high teaching standards through support, mentoring and oversight of heads of department. Must show an empathy with the demands of teaching a range of abilities in some subjects.
- Further develop classroom practice of teachers to ensure the highest possible standards.
- Identify and develop educational initiatives and practices which enhance the learning experiences provided to our students.
- Through a programme of curriculum observation, monitor and evaluate the teaching and learning, including peer observations, learning walks and work scrutiny;
- Assist the Deputy Head i/c timetable in the staffing of the curriculum and production of a timetable.
- Chair Curriculum Leaders meetings, setting agendas and distributing minutes, as well as monitor other department meetings
- Work closely with Curriculum Leaders in developing schemes of work, policy documents, department development plans, development of revision programmes and ensure that relevant planning and evaluations are completed.
- Support colleagues in the development of best practice within their subjects
- Work closely with the staff in ensuring that technology plays a vital role in the delivery of the curriculum.
- Ensure that there is a consistent approach and adherence to the implementation of school policies.
- Report to the Board of directors via the Headmaster, on teaching and learning standards.
- Assist staff in preparation for inspection.
- To manage the Curriculum Leaders groups and support this team of staff in their development of subject curriculum.
- Manage department audits and book scrutinies.

## **Curriculum and Assessment**

### **The role requires the post holder to:**

- Monitor and develop as necessary the systems in use for reporting student attainment, achievement and progress to parents.
- Monitor and report effort and attainment results of students to pastoral staff.
- Further refine and develop the staff's use of the School Management System (WCBS/3Sys) for academic purposes, especially the tracking of students' attainment.

### **Other areas of responsibility of the post holder are to:**

- Teach their subject within the school timetable
- Co-ordinate the fortnightly curriculum leaders' meetings
- Assist the Senior Management Team in developing and providing appropriate whole school and departmental INSET.
- Be involved in the appointment and induction of new teaching staff as requested by the headmaster
- Be involved in staff appraisal and performance management as directed by the headmaster.
- Monitor and advise on professional development courses attended by staff.
- Be responsible for the regular review of whole school curriculum policies.
- Ensure that areas of the website relating to academic matters are regularly monitored and, if necessary, updated appropriately.
- Assist in the day to day allocation of cover.

This post will develop and change as the needs of the school, staff and curriculum dictate. Applicants should clearly state what teaching contribution they will be able to bring to the school's taught curriculum.

## **Director of Studies, full time.**

Required from September 2018.

The Directors of the Gardener Schools Group have established Kew House School in the conviction that there exists an opportunity for a different kind of independent secondary school in London - academically demanding but with a modern approach to selection criteria, the flexibility of the curriculum and recognition of creativity and talent.

We are seeking to appoint an experienced graduate teacher and outstanding practitioner, able to demonstrate a background in teaching and learning and curriculum monitoring and development.

### **Key Requirements**

- A good degree in an appropriate subject and a recognised teaching qualification
- Ability to encourage high standards through oversight of Heads of Department supporting the development of policy and development plans
- Ability to develop initiatives and practice that enhance learning experiences for students and support curriculum leaders in the development of the curriculum
- Comprehensive understanding of assessment including reporting
- Ability to advise on professional development of teaching staff and offer insights into appropriate whole school and departmental INSET
- Experience at middle/senior management level

The school is committed to staff development and this position will provide a good springboard for further promotion within the school and beyond. All staff will be encouraged to attend INSET courses and will be provided with ample professional development opportunities.

The school operates its own pay scales consistent with national teacher pay scales and will offer salary commensurate with experience and the nature of the role.

**To apply, please submit a completed application form together with supporting letter of application and details of two referees. One referee should be able to comment on your teaching skills, and one from your current or most recent employer. References will be taken prior to interview. You must provide original documents as proof of identity at interview.**

**Completed applications should be emailed to [info@kewhouseschool.com](mailto:info@kewhouseschool.com) or posted to Mr Mark Hudson, Headmaster, Kew House School, 6 Capital Interchange Way, London, TW8 0EX.**

The **closing date for applications** is 5pm on Friday 26th January 2018. Interviews scheduled for week commencing 5th February 2018

Suitable applicants will be contacted by email and invited to attend an **interview by arrangement.**

All appointments are made in accordance with our equal opportunities policy and applicants should let us know of any special needs they may have. Kew House School is committed to safeguarding and promoting the welfare of children and questions will be asked at interview to assess suitability of candidate to work with our children. All appointments are subject to satisfactory criminal record (DBS) check.