

The Director of Studies

The Director of Studies will oversee all aspects of the academic life of Belhaven Hill. He or she will be expected to devise academic initiatives and strategy which demonstrate both innovation and vision, whilst developing and extending both the curricular and co-curricular provision at Belhaven Hill.

Although the role will be tailored to suit the successful applicant, it is likely to include the following:

Leadership and Management

- Set and inspire high standards of teaching throughout the school
- Actively encourage pupils and staff to have high academic aspirations
- Monitor the work of all academic staff
- Carry out lesson observations as necessary
- Assist in the appointment of new academic staff as required by the Headmaster
- Remain abreast of contemporary developments in education and co-ordinate the CPD of staff in relation to teaching and learning (including providing or arranging academic INSET as required)
- Have an involvement in the appraisal programme
- Chair Academic Committee meetings
- Remain up-to-date with regulatory requirements for inspection under the Scottish guidelines
- Oversee the arrangements for academic awards and termly prizes
- Formulate and review academic policies and documents as required by the Headmaster
- Participate in the day-to-day management of the School by being a visible and effective presence

Academic

- Assist with the design, implementation and development of strategies to improve the academic performance of the school and its staff, thus helping to create an environment in which outstanding and innovative teaching is delivered
- Have and maintain an overview of the curriculum, ensuring that Schemes of Work etc. are up-to-date
- Ensure that academic departments are meeting regularly, with minutes kept and distributed as necessary
- Organise staff lesson allocation, in consultation with the Headmaster
- Compile teaching and prep. timetables
- Oversee the arrangements for all internal and external assessments; this includes organising invigilation
- Oversee exam entries

- Organise and record the results of standardised (and other) tests and assessments, creating and updating tracking documents and profiles to ensure that pupil progress is tracked effectively, and such data is analysed regularly
- Ensure effective use of benchmark data to monitor and promote pupil progress, address departmental development and manage performance
- Guide and inspire the potential academic scholars, having a general oversight of their preparation; this includes ensuring potential scholars lower down the school are identified and suitably extended (possibly via a formal Gifted and Talented programme)
- Ensure that those with Special Educational Needs are well catered for, in collaboration with the Learning Support Department
- Advise pupils on examination and revision techniques and oversee their revision programmes
- Oversee and develop all aspects of pupils' preparation for pre-tests
- Co-ordinate pupil preparation for 13+ entry
- Co-ordinate the arrangements for pupil reports
- Oversee the arrangements for parents' meetings
- Arrange lesson cover
- Remain up-to-date and knowledgeable regarding the requirements of Common Entrance and scholarships, as well as senior school entry requirements and processes, to as wide a range of schools as possible

Personal Qualities

The skills required are many and varied but essential are:

- Experience in middle or senior management
- The ability to engage and inspire colleagues on both a professional and a personal level
- The drive and ambition to implement change
- Excellent personal organisational skills and time management
- IT proficiency
- Diplomacy, tact, fairness, firmness, tolerance, decisiveness
- Seeing strategies and initiatives through to completion
- Maintaining a calm, unruffled manner at all times and possessing a fine sense of humour

Self-contained accommodation can be provided as necessary. Salary, commensurate with experience, available on request.

If you require any further information regarding this post, please contact Henry Knight on headmaster@belhavenhill.com