



JOB DESCRIPTION FOR DIRECTOR OF TEACHING AND LEARNING

Prior’s Field offers an excellent all-round education that caters for girls of all abilities and interests, with well-established programmes in place for the exceptionally able and those needing learning support in specific areas. The aim of the school is to bring out the best in each girl, according to her abilities and talents. Girls work hard and are ambitious, but high achievement comes without unnecessary stress and unhealthy intensity. Here, they want to do their best and are motivated to succeed.

The role of Director of Teaching and Learning is key in ensuring that all girls are enabled to reach their academic potential. It entails regular communication with staff, pupils, parents, Governors and other third parties. They will work closely with the Deputy Head Academic and the Assistant Head Pastoral and Wellbeing and is a key member of the school’s Senior Leadership Team.

The Director of Teaching and Learning is required to teach a reduced timetable; most subject specialisms can be accommodated.

The Director of Teaching and Learning reports directly to the Head.

SPECIFIC RESPONSIBILITIES

The **Director of Teaching and Learning:**

<ul style="list-style-type: none"> • Takes a strong lead on all matters to do with teaching and learning, including vision and future direction.
<ul style="list-style-type: none"> • Runs the HODs meetings with the Deputy Head Academic, working closely with the Assistant Head Pastoral and Wellbeing.
<ul style="list-style-type: none"> • Line manages a group of Heads of Department (HODs) as part of the SLT structure, including SEND and EAL.
<ul style="list-style-type: none"> • Manages day to day academic issues, liaising closely with the Deputy Head Academic, HODs, Heads of Year (HOYs) and parents.
<ul style="list-style-type: none"> • Oversees quality of teaching and learning / lesson observation programme and carry out regular observations, supporting all teaching staff to achieve a consistently high standard.
<ul style="list-style-type: none"> • Oversees the assessment policy and department strategies for assessment.
<ul style="list-style-type: none"> • Remains abreast of contemporary developments in education and co-ordinates internal

Professional Development for staff in relation to teaching and learning.
<ul style="list-style-type: none"> Leads any teaching and learning development groups or initiatives which are set up.
<ul style="list-style-type: none"> Works closely with the HOYs and tutors, to ensure that pupils' progress is maximised, carefully monitored and evaluated.
<ul style="list-style-type: none"> Works with the Assistant Head Pastoral and Wellbeing in running the Huxley Squad (most able) programme.
<ul style="list-style-type: none"> Monitors and contributes to the provision for the Exceptionally Able pupils (EA) both in the context of teaching and also to collate evidence to show that EA activities are resulting in progress; liaises closely with the Oxbridge Co-Ordinator to ensure the link with EA; works with parents to support EA girls.
<ul style="list-style-type: none"> Co-ordinates closely with the Assistant Head Pastoral and Wellbeing in the use of baseline data for tracking targets and potential.
<ul style="list-style-type: none"> Works with the Head and HODs to analyse and discuss both internal and external annual department examination results.
<ul style="list-style-type: none"> Liaises closely with the Deputy Head Academic and HODs regarding the school's reporting system
<ul style="list-style-type: none"> Organises and manages scholarship examinations for the Sixth Form.
<ul style="list-style-type: none"> Oversees the PFPIL (Prior's Field Partners in Learning) initiative.
<ul style="list-style-type: none"> Ensures the use and sharing of IRIS.
<ul style="list-style-type: none"> Line manages Librarian and EPQ Coordinator

The **Director of Teaching and Learning** also:

<ul style="list-style-type: none"> Works closely with the Head and SLT in all matters concerning the policies of the school and its strategic development, including the School Development Plan (SDP) and discussions about teaching and learning.
<ul style="list-style-type: none"> Shares responsibility with the Head and Deputy Heads for the maintenance of good discipline and the smooth running of the school.
<ul style="list-style-type: none"> Is involved in the recruitment of new staff.
<ul style="list-style-type: none"> Takes an active role in promoting the school at Open Mornings, Prep School and Recruitment events, working closely with the Head, Deputy Head and the Director of Admissions and Marketing to ensure the success of marketing events.
<ul style="list-style-type: none"> Attends such meetings as requested by the Head, including SLT, Heads of Department and Staff Briefings.
<ul style="list-style-type: none"> Liaises directly with parents and prospective parents when requested by the Head and is

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actively involved in 11+, 13+ and 16+ recruitment.
<ul style="list-style-type: none"> Leads assemblies, as appropriate.
<ul style="list-style-type: none"> Liaises with parents as and when necessary and keeps detailed records of all contact.
<ul style="list-style-type: none"> Is present for GCSE and A level results and administration on results days and carries out necessary follow up meetings with girls and parents.
<ul style="list-style-type: none"> Works with the Head and Admissions team to promote the school to future parents and pupils at 11+ and 13+, interviewing prospective parents when required.
<ul style="list-style-type: none"> Attends Governors' meetings, as required.
<ul style="list-style-type: none"> Supports colleagues and girls by attending a range of school events, including fixtures and performances.

ADDITIONAL RESPONSIBILITIES of all teaching staff include:

<ul style="list-style-type: none"> Supporting the ethos of a boarding school and working in accordance with the school's aims and policies. Maintaining good order and discipline among pupils, safeguarding their health and safety at all times when they are the responsibility of the school. Sharing responsibility for excellent pastoral care to which the school give a high priority. Maintaining high standards of time keeping, attending assemblies, playing an active role in the life of the school, including the co-curricular activities programme, supporting school functions and attending year group social events, where appropriate. Carrying out supervisory and general duties as reasonably required, upholding good standards of behaviour and punctuality among pupils. Participating in meetings as required. Preparing and teaching lessons in accordance with agreed departmental and school schemes of work and teaching strategies. Knowing and adhering to all school and departmental policies. Setting and marking work regularly, including homework, according to school policy and in a style agreed within the department. Assessing, recording and reporting on the development, progress and attainment of pupils in accordance with departmental and school policies. Participating in arrangements for preparing and assessing pupils' work for public examinations. Contributing to the formulation and revision of departmental schemes of work, teaching

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resources, assessment materials and developing new courses.

- On taking up a new appointment, participating in the school's programme of induction and review of new staff.
- Participating in the school's annual appraisal programme.
- Participating in arrangements for staff development and INSET.
- Participating in administrative and organisational tasks related to all the above, including management and supervision of all ancillary staff when appropriate.
- Undertaking any other duties deemed appropriate by the Head within the context of the school ethos and the teaching programme.

January 2019

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