

St Andrew's Prep

EASTBOURNE



APPLICATION PACK

Director of Studies

Introduction

Founded in 1877 and home to 360+ pupils from 9 months to 13 years, St Andrew's is a non-selective co-education IAPS prep school which prides itself on breadth and excellence. Most are day pupils, but 25 to 30 boarders live within the heart of the school with space for a further 20 flexi boarders – a facility used by a large number of children over the course of the year.

The school is set in twelve acres of sports fields. The beach is a five-minute stroll away and several classrooms overlook the sea and the South Downs. With nature on its front door, St Andrew's offers unique Forest and Beach Schools which provide opportunities to complement classroom study with outdoor learning.

St Andrew's Prep's sporting pedigree is excellent with representatives winning medals at many county, regional, national, and occasional international event across the sports of Rugby, Football, Cricket, Athletics, Hockey, Tennis and Netball. However, there are teams for every ability ensuring that each child represents the school. The school has an impressive sports hall, and the recently refurbished Fives court has just re-opened. DT, Art, Drama and Music are of an exceptional standard. Recent LAMDA results have been outstanding and many of our musicians (80% of the pupils play an instrument) reach the higher ABRSM grades.

After-school and optional Saturday morning activities are numerous and varied and include, among many others, golf, jazz dance, pot throwing, steel drums, shooting, water polo, mountain biking and fencing. The school has its own Community award which aims to nurture confidence and independence, develop a breadth of interest in each child and create a stronger sense of identity and community.

St Andrew's amalgamated with Eastbourne College in 2010. The two schools retain a good deal of independence and their own identities but share some facilities and support staff and are working to establish strong interdependent links which will benefit the education of the children within the wider charity.

More information about St. Andrew's Prep may be found by visiting the website:

<http://www.standrewsprep.co.uk/>

News of latest events can also be found by visiting our Facebook page:

<https://www.facebook.com/StAndrewsprepEB/>



The Post

The Director of Studies will be a well-qualified and experienced teacher with a knowledge and love of teaching children in the 3-13 age range. The Director of Studies is responsible for the management and development of the curriculum, assessment, and the academic life throughout the school, from our Pre-Prep to Year 8. The Director of Studies will be a member of the School's Senior Leadership Team and have a reduced teaching timetable commensurate with the role.

Job Description

Job Title: Director of Studies

Reporting To: Headmaster

Key tasks and responsibilities:

Teaching and Learning

- Continue to raise the quality of teaching, learning and curriculum provision across the school by supporting teachers and Head of Departments (HoDs) within their roles.
- Monitor standards of teaching and learning, including classroom observations and work/book scrutiny.
- Support the ethos and development of the school in line with the strategic plan and through effective and well-planned initiatives.
- Be a lead learner in best practice regarding the use of technology for teaching and learning.
- Update and coordinate academic documentation including the annual updating of academic policy documents, and in preparation for ISI inspections.
- Oversee the reviewing and updating of curriculum documentation in order to ensure an appropriate balance of knowledge and skills.
- Monitor departmental planning and assessment procedures to ensure equality of provision across the curriculum areas.
- Oversee the scholarship programme, including additional opportunities for growth and challenge, and monitoring the progress and success of the scholars.
- Ensure extended provision and opportunities for more able children.
- Lead and chair regular Head of Department meetings.
- Have an oversight of EYFS needs and work with the Head of Pre-Prep.
- Create and update the annual academic staffing model in conjunction with the Head and Deputy Head.
- Support the Deputy Head with the creation of the timetable and yearly planning.
- Liaise with St Andrew's Prep's Head over whole school academic matters.
- Meet at least termly with the Deputy Head (Academic) at Eastbourne College to discuss charity-wide academic provision.
- Liaise with the Deputy Head (Academic) at Eastbourne College to co-ordinate on The Bridge Curriculum
- Chair the Academic Leadership Team (ALT).

- Planning, organising and preparing the academic content of INSET days, in liaison with the Deputy Head.
- Keep abreast of current thinking and developments in teaching and learning and lead on promoting innovative and effective teaching strategies.
- Work with the HoDs to ensure the School is updated on national trends and changes.
- Liaise with the SENDCO and SEN/EAL departments.
- Provide data and information for pupils' future school references.
- Organise, drive and develop an exciting and progressive curriculum.
- Work with HoDs in developing schemes of work and departmental documentation.
- Monitor departments and work closely with HoDs.

Monitoring and Assessment

- Coordinate assessment for pupils in Years 3 to 8.
- Maintaining an overview of internal and external examinations, including entrance and scholarship assessments and work closely with the Deputy Head over invigilation schedules.
- Ordering, arranging and implementing the standardised testing programme within the School.
- Liaise with admissions in terms of entry assessments.
- Enter and maintain all assessment records on the school database and ensure accessibility for staff.
- Ensure that all assessment information on all pupils is kept up to date by colleagues.
- Work with Head of Pupil Progress to coordinate, analyse and report assessment data and identify underlying trends that might influence or change the approach to teaching and learning within the school.
- Oversee the Head of Pupil Progress and their work with the updating, tracking and monitoring of pupil progress.
- Liaise with and support the Head and Deputy Head with the School's appraisal and CPD processes.
- Notifying staff of training opportunities available, researching opportunities in response to staff training needs and requests and encouraging all staff to develop themselves professionally through training.
- Encourage, monitor and keep a record of HoD and peer lesson observations across the School.
- Mentor teaching staff as appropriate to support their professional development.
- Run and support year group departmental review and work scrutiny.
- Overseeing the organisation of Parents' Evenings in conjunction with the Headmaster and the Headmaster's Secretary.
- Maintain an overview of termly educational visits.
- Monitor the academic rewards and sanctions.
- Assist the Head of Public Events with the coordination of academic rewards and prizes for Internal Prize Giving and Speech Day.

Management

- Line manage Heads of Department.
- Be a member of the Prep School Senior Leadership Team and member of additional cross-charity teams and committees.
- Control the academic budget of the School and maintaining an overview of the School's academic resources in liaison with Heads of Department of each subject.
- Help ensure coherence with overall Charity and College academic policy through close liaison with the College Deputy Head (Academic) and other College staff.
- Liaising between the Headmaster and the staff in academic matters, where required by the Headmaster.

- Work with the Headmaster, the Deputy Heads, College Staff and others in the selection and recruitment of new members of staff.
- Assist and support the Headmaster in all academic matters including ensuring the quality of the teaching programme.
- Produce an annual report to governors on the school's academic performance and development, and otherwise contribute to meetings of the Board and its committees as required by the headmaster.

Outreach

- Develop relationships with Academic Deputies / Directors of Studies in future schools.
- Lead on marketing the school's academic provision to prospective families and the wider community.
- Find opportunities to develop relationships and outreach opportunities with local maintained schools.

Safeguarding

- The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement and staff code of conduct at all times.
- The post holder will be engaging in regulated activity. There are particular safeguarding issues requiring attention for this post.
- Senior leaders should provide leadership in promoting a safeguarding culture among all staff and pupils, as well as having all the responsibilities for safeguarding that fall to other teachers, pastoral carers, and responsible adults in the school. Senior leadership roles have a particular requirement for timely reporting, and ensuring the prompt reporting of, safeguarding issues to the appropriate staff, governors and external agencies.
- If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report any concerns to the School's Designated Safeguarding Lead or, if they are the School's DSL, to the Headmaster and relevant agencies.



Person Specification

	Essential	Desired
Well qualified graduate with a teaching qualification and successful experience in teaching within the prep school age range.	✓	
Knowledge and love of working with children aged 3-13.	✓	
Excellent classroom practitioner who can lead by example and ensure the highest professional levels of performance of all staff	✓	
Have an interest and continued review of current educational issues affecting the 3-13 age group.	✓	
Inspired by the school's aims and values, and a commitment to vigorously promote and model the behaviours and values expected of others.	✓	
Demonstrate integrity and trust by all members of the community.	✓	
Flexible in approach and work well in a team at all levels in the School.	✓	
Dynamism with the ability to use initiative and be decisive.	✓	
Demonstrate common sense and calmness to cope under pressure.	✓	
Presence and be able to command the respect of pupils, colleagues, and parents.	✓	
Leadership and management skills to improve and maintain high levels of pupil attainment and CPD of colleagues.	✓	
Collaborative working practices developed and demonstrable.	✓	
Excellent organisation and time management skills.	✓	
Excellent administrative and IT skills.	✓	
Excellent verbal and non-verbal communication skills, with the ability to speak in public and communicate in writing to colleagues, parents, and others, as appropriate.	✓	
Ability to present to governors and other stakeholders regarding academic matters.	✓	
Accessible and approachable to pupils, colleagues, parents, and prospective parents.	✓	
Have an interest and be actively involved in all aspects of a busy Prep School.	✓	
Proven experience of promoting the health, welfare and safeguarding of children and young people whilst creating a climate of respect and understanding of the needs of children.	✓	
Ability to teach up to Key Stage 3.		✓
Working knowledge of iSAMS.		✓



Salary and conditions

The Charity has its own salary scales, and the successful applicant will be remunerated at a level representing their qualifications, skills, and experience. Specifics of this can be discussed with the Headmaster at interview.

The Charity offers generous packages of additional benefits and pay; all staff are on a salary scale above the national average and have opportunities for salary progression.

Teachers benefit from a generous rate for the education of their own children at both Eastbourne College and St Andrew's Prep.

Other benefits include:

- Life Assurance
- Employee Assistance Programme
- Meals during normal working hours plus tea, coffee, fruit, and biscuits
- Free use of Charity facilities including pool and gym
- Free tickets to College productions
- Easy public transport connections and free parking
- Stunning location.

All terms and conditions can be discussed at interview.

Start Date: ideally January 2023

Term dates are available at <https://www.standrewsprep.co.uk/whats-on/term-dates/>



Safeguarding statement

Eastbourne College (Incorporated) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to an enhanced DBS check, pre-employment medical questionnaire and positive references.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the Charity is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Equal Opportunities statement

Eastbourne College (Incorporated) welcomes applications from all sectors of the community as we aspire to attract staff that match the social and cultural diversity of our pupil intake. We consider the most important factor to be the right skills, abilities and attitude for the job which will ultimately improve the well-being and education of the pupils.

How to apply

To apply, please visit www.standrewsprep.co.uk/contact/employment-opportunities and click the **Apply Now** button to complete the required application form.

A letter of application (addressed to the Headmaster), evidencing your suitability for the post against the job description and person specification described above, and an up-to-date CV should be uploaded with this online application form.

For further information please contact hr@eastbourne-college.co.uk

Please provide two or three referees, from whom we will request references should you be shortlisted for the post.

- One referee must be your current or most recent employer (for teachers this means your head, or a line manager's reference countersigned by the head).
- Where you are not currently working with children, but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children.
- Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friends or current employees of Eastbourne College or St. Andrew's Prep.
- Referees will be asked about whether you have been the subject of any safeguarding concerns.
- Referees should be a senior person with the appropriate authority.

Applications should be received by no later than noon on **Friday 23 September 2022** with interviews to be held prior to Friday 14 October 2022.

