

MAYVILLE HIGH SCHOOL

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Headteacher
Mrs R Parkyn
MA (Oxon) MA PGCE MCIL

Director of Studies

Applications are invited for the post of Director of Studies.

The post will be effective from Monday 15th April 2024.

Role and Responsibilities

The Director of Studies will assist the Headteacher in determining the academic direction of the school and in assessing pupils' academic progress. In addition he/she will have some delegated authority in aspects of the curriculum, teaching and learning and reporting and assessment.

The post-holder is expected to be or have been a Head of Department and to be an outstanding classroom practitioner whose own experience and passion for teaching and learning will ensure that pedagogy has a high profile within the school.

It is anticipated that the Director of Studies will have a small teaching commitment and any subject area will be considered.

The Director of Studies as a member of the SMT works closely with the Headteacher, the Deputy Head and Assistant Heads. The exact nature of the leadership responsibilities will be shaped by the strengths, experience and interests of the successful candidate, in discussion with the Headteacher. However, it is envisaged that the following are key projects for the next couple of years:

Development of the use of isams to organise and refine academic data handling.

Review and development of the quality of teaching and learning throughout the school with a view to raising further the stretch and challenge students experience in the classroom.

Review and further development of the way in which academic progress is monitored and reported to parents.

More generally, the Director of Studies will have the following responsibilities:

Curriculum

- Assist the Headteacher in writing the curriculum policy, assist in curriculum planning and implementation and advise Heads of Department on curriculum matters as appropriate.
- Maintain an up-to-date and comprehensive working knowledge of matters pertaining to the curriculum both nationally and within MHS.

Teaching and Learning

- In consultation with the Headteacher undertake the performance management of Heads of Department, monitoring and supporting their work and that of their department to ensure that the curriculum is delivered to a high standard to all pupils.
- Undertake lesson observations, work scrutiny and conduct pupil surveys in order to ensure that the curriculum is being delivered to a high standard.
- Assist the Headteacher in reviewing public exam results with each Head of Department at the beginning of the academic year to ensure that students are achieving the best results of which they are capable.
- Foster reflective teaching from all members of staff.
- Support staff in their teaching thus enabling them to improve.
- Foster scholarship throughout the school.
- Lead INSET on occasion on academic issues.
- Chair Academic Board meetings.

Pupils

- Foster positive attitudes to learning.
- Track the academic progress of all pupils and put in place appropriate measures where underperformance is identified.
- Ensure all SEND pupils receive appropriate support.
- Manage CAT testing and internal examinations.
- Oversee GCSE options and the allocation of pupils to sets.
- Oversee the production of homework timetables.
- Ensure that the most able pupils are stretched both inside and outside the classroom.
- Mentor individual pupils in crisis or in need of specialist support.
- Take part in the interviewing of scholarship candidates.
- Organise the 11+ assessments.

Pupils

- Timetable the senior school curriculum.
- Give advice to pupils on subject choices.
- Advise the Headteacher on staffing.
- Ensure that the annual academic rollover takes place by 1 August.
- Ensure that all staff and student timetables and set lists are accurate at all times on isams.
- Oversee the production of timetable information for use by staff and pupils.

Staff

- Assist in the induction of new staff.
- Line-manage the whole school MAG&T coordinator
- Act as overseer for ECTs and ITT in the Senior School.
- Appraise Heads of Department.
- Mentor and coach individual colleagues to improve teaching and learning.
- Have oversight of the Teaching and Learning Specialist Programme.

Parents

- Communicate with parents on issues of academic performance and subject choice .
- Provide information to parents regarding curriculum issues such as GCSE specifications.
- Be available at parents' evenings for consultation.

Communication, administration and organisation

- Analyse exam results with a view to improving teaching and learning.
- Produce information about examination results for the website and prospectus.
- Produce some of the narrative for the senior curriculum area of the website.
- Organise CAT testing and use the data to monitor pupil performance.
- Assist with the production of academic material / policies for inspections.
- Organise the production of curriculum booklets.
- In consultation with the Headteacher set the dates for parents' evenings and the reporting schedule.
- Oversee the reporting process so that reports are produced accurately and punctually on isams.

It is anticipated that the responsibilities may evolve over time and therefore the Director of Studies may be asked to carry out any other reasonable duty required by the Headteacher.

As with all senior posts, it is expected that the Director of Studies will spend some of the school holidays working although not necessarily on site. He/she is particularly required during the period when GCSE results are published.

Person specification

- experience of leading a department, preferably including evidence of having improved public exam results within a subject area
- successful experience of middle management
- high level IT skills
- evidence of leadership potential and commitment to quality and excellence
- enthusiasm, understanding, organisational ability and a capacity to work hard and to write well
- a positive and confident communicator, able to relate well and to represent the school and the Headteacher
- a desire to provide an orderly, efficient environment to enable pupils to thrive and flourish
- the ability to stay calm and good humoured under pressure, and to maintain a sense of perspective
- the capacity to anticipate, to think ahead, and to plan
- the ability to foresee, avoid and when necessary, resolve disputes

Salary: £46-56K, depending on experience.

If you wish to apply please submit an application form and letter addressed to the Headteacher by 4pm Friday 24th November 2023.

If you would like a tour of the school prior to application, please email j.carter@mayvillehighschool.net

Shortlisted candidates will have a panel interview, in-tray exercises and will be required to give a presentation to the Headteacher and selected Trustees on Friday 1st December 2023.