



Spring Grove School

Candidate information

Director of Studies

Required for September 2018



AN INTRODUCTION TO SPRING GROVE SCHOOL

At Spring Grove School we offer an outstanding all-round education and a fantastic start in life for boys and girls aged 2 to 11 years.

We are a happy, family prep school that specialises in 'free-range' children: nurturing and developing all who join to their full potential. We are able to do this because we have small classes in which our children receive expert attention and tuition, preparing them perfectly for both grammar and senior independent schools.

Set within an idyllic 14 acre rural setting close to both Ashford and Canterbury, Spring Grove School is one of the most beautiful playgrounds in Kent. Our school is small enough for us to know every child, as well as their family, and for us to encourage each and every pupil in our care to be

self-confident and independent learners. The children at Spring Grove School live and breathe our school motto 'Always do your best'.

We love the outdoors, we enjoy competition, we sing, dance and play, explore and love to learn. Former pupils look back on their time here as magical and inspiring.

We are a truly independent day school and are a recognised member of The Independent Association of Prep Schools (IAPS). We offer a wide range of subjects, extra-curricular activities and clubs.

We want Spring Grove to be a school that parents, teachers and staff would have wanted to attend when they were children. Our teachers are tasked to remember this philosophy when they are planning their lessons and activities - enjoyment is at the heart of everything we do!

We firmly believe Spring Grove School is unique and a great place for children to grow.

For more information, please visit the school's website www.springgroveschool.co.uk

OUR VISION

To be a leading truly independent prep school in Kent, offering boys and girls the very best start in life. A happy family-orientated school that gives every child the space and opportunity to grow with confidence, academically and holistically, in a changing world.

OUR MISSION

We will develop all the children who join Spring Grove to their full potential, academically, socially, physically and emotionally in a supportive, caring and friendly community. Within a beautiful rural setting our school is small enough for us to know every child and their family and encourage them to support the school motto: 'Always Do Your Best'.

OUR AIMS

Pupils at Spring Grove School will:

- Fulfil their potential: spiritually, morally, socially, culturally and academically to the best of our and their ability. We go the extra mile to achieve our aims.
- Learn in a stimulating environment: we can develop knowledge and skills and nurture a love of learning that will be lasting.
- Grow a thirst for knowledge: we encourage our pupils to develop a spirit of enquiry and an ability to work hard and independently and to value knowledge for its own sake.
- Be considerate: we constantly encourage children to develop a strong social and moral conscience, to look after their neighbour and realise the importance of becoming a good citizen.
- Develop a strong sense of well-being: we ensure that, as far as possible, your child will develop as a whole personality in a confident, responsible, successful and happy manner.
- Always Do Their Best: an approximate translation of our Latin motto, *Ad Alta Praeclara*.

THE ROLE: Director of Studies

Dates	Job start September 2018
Salary	Competitive, dependent upon experience
Location	Wye, Kent TN25 5EZ
Contract type	Full-time
Contract term	Permanent

Spring Grove School is looking to appoint an outstanding Director of Studies to lead all teaching and learning at the school, as well as guide the school through our next exciting stage of academic growth and development; ensuring that all our pupils receive an exceptionally high quality, broad and balanced education and that the teaching staff continue to be nurtured and developed to provide this.

The successful candidate will be focused on the joy of learning, innovative and inspirational in their teaching and ready for a leadership role in an academically ambitious school and will understand the expectations of an independent preparatory school environment. He or she will be well-qualified with a proven track record, creative and forward thinking, with an understanding of how to use data, make decisions and lead teaching staff to deliver positive academic change.

Experience of various curricula, including Key Stage 2 English and Maths, is essential. A knowledge of the 11+ testing system, special educational needs (SEN) and more able, gifted & talented programmes would also be advantageous. The Director of Studies will be a key member of the school's Senior Management Team.

This teaching role (approximately a 60% timetable) is an excellent opportunity for a dynamic applicant who enjoys motivating and educating young minds in a constantly changing world.

For an informal discussion about the role please contact the Headmaster, Mr Bill Jones, on 01233 812337.

Closing date for applications: Wednesday 28th February 2018, at 1pm

Interviews (if selected): Tuesday 6th or Wednesday 7th March 2018

An application form and this information pack may also be downloaded from the school website www.springgroveschool.co.uk. This information pack, our terms of employment and an application form may also be requested by email from apeirson@springgroveschool.co.uk.

Completed application forms should be accompanied by a covering letter and should be marked Private and Confidential to Mrs A Peirson, Assistant Bursar, Spring Grove School, Harville Road, Wye, Ashford, Kent TN25 5EZ or emailed to apeirson@springgroveschool.co.uk.

Spring Grove School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. Appointments are subject to satisfactory DBS clearance and satisfactory employment references which will be taken up prior to interview (if selected).

Please note:

Applicants should be willing and able to teach across the primary curriculum.

All teachers at Spring Grove School are expected to play a full part in our extra-curricular and clubs programme and to join in fully with school life. Please state curriculum interests on the application.

Spring Grove School benefits:

- Excellent ICT support
- Competitive salary and benefits
- Free school lunches (term time only)
- Free onsite car parking
- A friendly, supportive working environment and staff
- Professional development
- Well-motivated pupils
- Corporate Health Care
- Private Pension Scheme
- Discounted Spring Grove School fees

JOB DESCRIPTION:

Title: Director of Studies

This senior teaching post, reporting to the Headmaster and governing body, will be responsible for maintaining high levels of academic achievement at Spring Grove School, building upon the excellent systems put in place over the past two years. The post holder will take responsibility for the design and provision of the curriculum across the whole school (2 to 11 years), with a particular emphasis on KS2, maintaining a vibrant and thriving school. This will include responsibility for line managing a range of staff and appraisal. The post will include a teaching commitment of approximately a 60% timetable.

He or she will keep the Headmaster and governing body informed of any significant issues relating to the academic curriculum or the academic progress of the school and its pupils.

The Governing Body expect that exceptional leaders such as a Director of Studies would be flexible and multi-skilled and able to take on any portfolio or area of responsibility. The leadership challenges and demands in a school mean that specific responsibilities have to change from time to time, and this role is one in which adaptability and creativity are paramount. This list should not be seen as exhaustive.

Curriculum:

- Curriculum planning and development
- Production of Curriculum Guides for Key Stage 1 and Key Stage 2.
- Management and coordination of all academic records and reports.
- Coordination of all academic policies.
- Oversight of departmental documentation and planning.
- Be responsible (with the timetable coordinator) for the production of the school timetable.

Staffing:

- Coordination of the staff appraisal system already set in place.
- Assessment of academic staff requirements, recruitment and deployment.
- Analysis and overview of staff academic workloads.
- Involvement in the recruitment, training and development of all teaching staff.

Academic Management and Development:

- Line manager of KS1 and KS2 staff in an academic and teaching context.
- Academic staff development.
- Allocation of academic budgets.
- Liaison with all staff on academic matters and take a lead on departmental review.
- Leading the academic contribution to the schools development planning process, including teaching and learning strategy.

Pupil Performance:

- Continue to develop the systems for target setting and tracking.
- Setting academic pass rate targets.
- Analysis of examination performance
- Pupil academic advice.
- Pupil transition to Senior School (with the Headmaster)

More able, gifted and talented (with the SENCo):

- Overview of provision for more able, gifted and talented pupils.

Special Education Needs (with the SENCo):

- Oversight of the SEN Register.
- Monitor the performance of, and provision for, SEN and EAL pupils, including annual department review.

Admissions (with the Head of Marketing & Admissions):

- Management and Coordination of Spring Grove Scholarship Examinations and any other academic entrance assessments.
- Academic and SEN assessment of pupil applications, as and when required.
- Liaison with admissions regarding curriculum guidance and subject specifications.

Examinations and Assessment:

- Organisation of internal, online and external tests and assessment, including coordination of the 11+ and the independent school test and scholarship programme.
- Recording, publication and analysis of examination/testing results and value added data.
- Identification of and follow-up action on pupils whose performance is a concern with the SENCo.

Reports to parents and parents' meetings (with the Headmaster):

- Management and organisation of academic reports.
- Management and organisation of parents' meetings.

School Organisation:

- Overseeing report and pupil data input on to school database (CJM).
- Oversight of the design and use of pupil homework diaries (with the Deputy Head).
- Oversight of academic detentions/sanctions (with the Deputy Head).

Meetings:

The Director of Studies will attend meetings including:

- Staff Meetings, SMT, Head of Department Meetings, Education Committee Meetings, SEN Meetings.

Joint areas of responsibility (with Deputy Head):

- Prize Giving and other major events.

- INSET organisation.
- New teaching staff induction.
- Beginning and end of term arrangements.
- Contingency planning.
- Regulatory compliance.

Joint areas of responsibility (with SMT):

- ISI inspection preparation.
- Strategy and development planning.
- Leadership of working groups as directed by the Headmaster.
- Disciplinary issues.
- Support for school routines and events.
- Responsible to pupil and parental concerns relating to academic and other matters.

Additional information:

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out. In allocating time to the performance of duties and responsibilities, the post holder will be able to work within the school's normal working day but it is expected that, in a busy independent preparatory school, certain duties may reasonably require extra attention out of school hours and in holiday time.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once every year (as part of the appraisal process) and it may be subject to modification or amendment at any time after consultation with the holder of the post. The school undertakes to provide appropriate induction, mentoring and professional development for the Director of Studies.

Guidance for applicants:

Suitability for the post will be measured through application form, interview (which will include a short 5-minute presentation), lesson observation, supporting evidence (e.g. certificates, portfolios etc) and references undertaken.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Applications should consist of a covering letter and a Spring Grove School application form stating two referees.

As the information contained on the form is used during the selection process, it is essential that you complete all sections as fully as possible. If there is not enough space provided on the form, please continue on a separate sheet of paper. On each additional sheet that you use, please write your name and the post applied for, together with the section that you are answering.

PERSON SPECIFICATION:

Title: Director of Studies

Spring Grove School is dedicated to safeguarding and promoting the welfare of its pupils.

	Essential These are qualities without which the Applicant could not be appointed.	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.
Qualifications/ Professional Development	<p>QTS</p> <p>Graduate of a recognised British university or international equivalent</p> <p>A commitment to develop as a school leader</p>	<p>Post graduate qualification in education</p> <p>Evidence of recent involvement in professional development</p>
Skills and Experience	<p>Excellent communication skills</p> <p>Outstanding classroom practitioner with proven experience of working successfully with Key Stage 2</p> <p>Ability to manage colleagues in a supportive, good humoured and effective manner</p> <p>Subject leadership or other leadership experience</p> <p>Proven experience of a range of assessment strategies</p> <p>Highly competent ICT skills</p>	<p>Proven experience of teaching the core subjects of English and or Mathematics</p> <p>Experience of 11+ Testing</p> <p>Effective member of a Key Stage 2 management or leadership team</p> <p>Proven experience of tracking pupil progress and analysing assessment data</p> <p>Integrated approach to use of ICT in the classroom and in a management capacity</p> <p>Experience of managing and controlling departmental budgets</p> <p>Proven experience of lesson observation, feedback and staff development</p>
Knowledge	<p>Sound knowledge of the Key Stage 2 curriculum, including English and Maths and a familiarity with a variety of learning styles</p> <p>Awareness of issues affecting education in Key Stage 2</p> <p>Knowledge of staff review and development and/or appraisal schemes</p>	<p>Knowledge of the EYFS and Key Stage 1 curriculum and of effective strategies for differentiation</p> <p>Knowledge and understanding of recent key educational issues throughout the primary phase</p> <p>Effective participation as an appraiser in staff review and development</p> <p>Knowledge of the independent preparatory school market</p>

		<p>Knowledge of what is required during an inspection - curriculum and academic and their compliance.</p> <p>Knowledge of SEND, EAL and More Able, Gifted & Talented programmes and of effective strategies</p>
<p>Personal competencies and qualities</p>	<p>Sympathy with the Christian ethos and activities of the school</p> <p>Ability to work independently and to take the initiative</p> <p>Sensitivity to others and the ability to work cooperatively</p> <p>Wholehearted commitment to the life of a vibrant school community</p>	<p>Demonstrable leadership qualities</p>