



Bromsgrove International School **Job Description – Director of Studies**

Reporting to: Headmaster

Major Responsibilities:

- The maintenance, consistency and development of academic standards across the whole school from Reception to Year 13.
- To monitor areas for improvement within the curriculum and devise appropriate INSET.
- Appraisal of HOD's, Subject Heads and Teachers.
- The continuity and progression of schemes of work across the whole school in all subject areas.
- The consistency of academic documentation across the whole school.
- Advising SMT of current curriculum developments in global education.
- Ensuring that cross-curricular work takes place whenever possible.
- Liaising with the Examinations Officer to ensure that internal and external examinations are successfully organised.
- Being the focus for all academic activity within the school.
- Monitoring and tracking the progress of all students.
- Liaising with Heads of School, Heads of Key Stage, Heads of Department and Teachers to advise of individual student underachievement.
- Overseeing the effective production of student termly/annual reports.
- Analysing student examination performance and produce reports indicating strengths and areas for development.
- Ensuring the academic section of the school runs smoothly, including testing and placing of new students.
- To be a first point of contact for teachers and students on academic enquiries.
- Providing academic support to new and established teachers.
- Providing support and advice for prospective students and teachers.
- Ensuring the Headteacher, Heads of School and Heads of Department are kept informed of changes such as staffing, student complaints, teacher recruitment, resources and classroom problems.
- Teaching classes as necessary.
- Testing and placement of new students, in conjunction with the Admissions Department.
- Ensuring teachers/administration staff are aware of the arrival of new students and all administration, such as registers, has been completed.
- Work with the HOS to oversee and co-ordinate the timetable.
- Supply syllabi and notify staff of changes in syllabi.