

Job Description – Deputy Director of Studies

Overview:

The Deputy Director of Studies will support the Director of Studies with all academic matters at the College. Carfax College is an independent College, focused on providing 1-1 and very small group tuition in preparation for public exams or for competitive entrance exams into UK independent sector. It offers a mixture of long-term and short-term, full-time and part-time courses for pupils.

Responsibilities:

Academic

- Establishing appropriate parameters for the creation of timetables for new pupils, i.e. breakdown of hours per subject, assignment of appropriate tutors, incorporation of other activities, etc.
- Issuing instructions to tutors at the start of each new course, issuing further guidance, and responding to issues that arise once courses are underway.
- Monitoring courses on an ongoing basis to ensure they remain suitable.
- To work with the Director of Studies to plan, deliver, and evaluate whole College approaches to teaching and learning.
- To support the Director of Studies in monitoring the implementation of the curriculum and effectiveness as part of a whole College approach to quality assurance and evaluation (including learning walks and professional development).
- To ensure that the curriculum delivered supports the development of skills and knowledge required to embark upon an iGCSE and A-Level programme.
- To support the Director of Studies in monitoring the procedures for assessing, moderating, and recording the children's level of achievement.
- To collate and present assessment data. This should include grade/phase/gender/teacher level analysis and considerations of value-added progress.
- To oversee student preparedness to sit required external and internal examinations (including end-of-year examinations, iGCSEs, and A Levels).
- Ensure that the process of reporting to parents throughout the year is maintained to a high standard. Assist with the reading and checking of student reports.

Deputy Safeguarding Lead

- Ensure safeguarding at the College is effective by working within an effective Safeguarding Team.

- Attend all relevant safeguarding meetings in the role of DDSL, either virtually or in person.
- Ensure the College's safeguarding management and recording system) is updated regularly and reviewed at multiple points throughout the day.
- Lead on safeguarding training. Devise, deliver, and review the training of all staff (including new starters) in safeguarding matters. This includes ad hoc training, weekly bulletins, and ensuring visitor processes are robust.
- Devise and review any relevant Risk Assessments for students, for example, those who may self-harm.
- Work closely with the wider Pastoral Team to ensure all aspects of safeguarding are considered, for example, SEND, attendance, and behaviour/exclusions.
- Liaise with all appropriate external agencies to safeguard children including social care, the Police, Prevent Team, LADO, DDSCP, Housing, etc.
- Be cognisant of thresholds within safeguarding practice, and how to challenge decisions made by agencies such as social care.
- Lead the College's Early Help process.
- Deputise for the DSL when necessary.

Exams

- Act as the College's official Examinations Officer (on appointment or after initial training, as appropriate)
- Process and record all exam entries and access arrangements/ S.E.N. provisions with a high degree of accuracy and efficiency
- Manage the secure handling/storage of exam papers and other sensitive exam resources
- Recruit, train, and manage exam invigilators
- Communicate clearly, promptly, and supportively with all candidates
- Generally, ensure that all necessary arrangements are made, in good time and in accordance with all relevant regulations, for all exams and assessments to be taken by pupils of the College (including College Entrance tests, EFL tests such as IELTS, etc.)
- Be a reliable and helpful source of information for colleagues about general exam regulations and the details of the qualification specifications offered by the various exam boards
- Coordinate internal "mock" examinations systematically, to maximize the benefit to pupils and the efficiency of the process for all concerned.

Experience and Education Requirements:

- Relevant bachelor's in Education or BA with a PGCE is our minimum requirement
- Minimum 2 years Middle Leadership experience
- Fully qualified teacher holding Qualified Teacher Status with 2 years of experience in delivering the National Curriculum for England to students.
- Committed professional who is dedicated to raising standards, in alignment with the school's vision, mission and values
- Outstanding practitioner with the ability to deliver innovative lessons built on current pedagogical thinking and forward-thinking initiatives
- Excellent organisation and time management
- Excellent verbal and written communication skills
- Commitment to the values of inclusion, diversity, and wellbeing

The College is committed to recruiting with care and safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check.