



Thetford Grammar School
3-19 Co-educational Day and Boarding School

HEAD OF STUDIES, CHINA JOB DESCRIPTION

Job Title:	Head of Studies
Line Manager:	Head of School

Main Purpose of the Role:

- Assist the Head in delivering a bold and inspirational leadership for the prep schools.
- Strive to create and uphold an environment for teaching and learning that empowers teachers and pupils to achieve their fullest potential and ensure the values of TGS are upheld in accordance with the policies of the whole school values.
- Primary responsibility for design and implementation of quality assurance systems and processes to ensure that the Care and Educational programs are compliant with (or exceed) current quality assurance guidance and procedures.

Duties and Responsibilities:

Overall Responsibilities

- Promote high standards in all aspects of school life, particularly in pupils' personal and academic progress.
- Actively support the vision, ethos, culture and policies of the school.
- Inspire and motivate students, teachers and other school employees.
- Comply with the professional duties of the staff Code of Conduct.
- Contribute to a school culture.
- Engage positively in the school appraisal process and performance management arrangements.
- Be committed to safeguarding and to promoting the welfare of children and young people.

Leading Learning and Teaching

- Lead the development of a first-class learning environment that encompasses the key requirements of the EYFS and support staff in its delivery.
- Be responsible for the organization and establishment of EYFS academic expert group personnel and structure.
- Ensure and maintain EYFS academic documents and guidance.
- Conduct regular EYFS training independently or jointly with external parties for each school and establishing training base and plan, keeping all staff up to date with best practise
- Fulfil the responsibilities of the groups Education Council (structure of the council and the councils responsibilities will be explained in full during induction).
- Be responsible for the establishment of the overall curriculum and guidance plan for Early Years Stage by the academic group of the joint Early Years Education Committee.
- Cooperate with the campuses and solving the academic questions of each campus and providing necessary support.
- Cooperate with the Early Years Education Committee to review the quality of the nurseries monthly and put forward corresponding academic and operational suggestions, and provide quarterly reports.

- Support the Early Years Education Committee to establish new projects and examine the feasibility of projects.
- Be responsible for updating all of the policies, teacher's handbooks and teaching assessments.
- Oversee resources, requirements and best use, develop new approaches and research possible new additions to campus facilities to create new opportunities for learning. Support teaching and learning to demonstrate a high standard of education and care.
- Carry out all the duties of a class teacher when necessary.
- Track student progress, monitor standards of learning and teaching in order to set realistic academic targets for pupils and discuss progress with parents.
- Take part in parents' consultations and special parent events, alongside the class teachers / co-ordinators.

Developing staff

- To work with the nursery Head in appointment, allocation and development of staff and to make the most effective use of their skill.
- Provide strategic direction and development coaching and mentoring for all teaching staff and care staff.
- Plan and deliver regular staff training sessions.
- Maintain the cycle of continuous evaluation and school improvement planning; through teacher observation, regular walk through and offering constructive feedback and support.

Wider responsibilities

- To support the marketing and admissions team and assist the nursery Head in the introduction/viewing of the campus by prospective parents, including the provision of open days and other parental engagement.
- To be the public face of the nursery at school events such as, but not exclusively, Christmas productions and other events.
- To liaise with the Early Years Education Committee to conduct the final discussion and review on the appointment of management positions in each campus and give professional opinions.
- To coordinate with the board of directors and marketing to offer support as determined by business needs.
- Promote a safe, stimulating and caring learning environment and to work with the team to provide high quality care and to promote and maintain high standards of good professional practice.
- Work with the Head in the appointment, allocation and development of staff and to make the most effective use of their skills, expertise and experience. Make good use of staff deployment.
- Deal proactively and in a timely manner, with parental concerns.
- Be an integral part of the leadership team.
- Support the admissions process.
- Take seriously the responsibility to safeguard and promote the welfare of children, and to work together with others to ensure adequate arrangements within the school help to identify, assess, and support children who are suffering harm.
- Ensure the ongoing Health & Security for all Early Years stakeholders.
- Undertake other reasonable duties as requested by the Head of school and any duties that the Head deems necessary for the effective operation of the school.

Requirements:

Education, training and qualifications

- Appropriate degree, with UK PGCE, or other teaching qualification giving QTS .
- Working knowledge of the National Curriculum of England including EYFS.

Knowledge and experience

- At least 3 years' senior or middle leadership in an educational setting.
- Experience in managing performance of staff.
- Experience in highly effective relationship management with a variety of stakeholders.
- Knowledge of international accreditation, inspection and evaluation frameworks.
- Experience in developing and/or sustaining high performance teams.
- Knowledge of child protection and health and safety in school settings.
- Educational leader and outstanding teacher.

Personal qualities

- Have the ability and willingness to inspire others; leading by example, role modelling the school's vision statement.
- Be a role model for the Schools Staff Code of Conduct.
- Be flexible and capable of managing change and instilling high standards.
- Be highly motivated, ambitious and collaborative and willing to take the initiative.
- Demonstrate empathy, humility and genuine care about staff and pupils, taking time to support, guide and motivate them.
- Have excellent organisational, communication and interpersonal skills.

Successful applicants must have a clean enhanced Disclosure and Barring Services and impeccable suitability to work with children

Revision of Job Description:

This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list. Thetford Grammar School reserves the right to amend this job description from time to time according to business needs. Any changes will be confirmed in writing. There will be an annual review to ensure that the principal duties have remained as stated above or that any changes have been made in agreement with the incumbent.