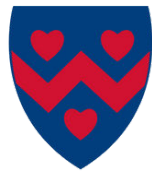




THE ORATORY PREP SCHOOL

Director of Studies
Permanent Post: September 2024

www.oratoryprep.co.uk



THE ORATORY
PREP SCHOOL

Letter To Candidates

Dear Candidate,

Thank you for your interest in the post of Director of Studies at The Oratory Prep School. Our current post holder has secured a promotion to a Deputy Headship and, whilst we are sad to be losing him, I am incredibly excited to appoint the right person with the right skillset and experience to join our Senior Leadership Team and our wonderful school family. The Oratory Prep School (The OPS) is an independent day and boarding school providing an enriched education to boys and girls aged 2 to 13. Benefiting from being part of the wider Bellevue Education group, we are committed to delivering exceptional teaching; combining the best of tradition with the latest innovations. Set within 65 acres of Oxfordshire countryside with outstanding facilities, we nurture happy, balanced, confident and inquisitive children.

The Oratory Prep School aims to provide the best possible education for its pupils. Staff are expected to maintain a very high standard of teaching and are provided with every support from the Headmaster and the rest of the Senior Leadership Team. We are seeking an enthusiastic, motivated Director of Studies, who will have teaching responsibilities, to join our high performing team. The ideal candidate will be expected to contribute fully to school life at The Oratory Prep School and will have a genuine passion for teaching and learning, including Games. The role of Director of Studies is integral and the successful candidate will be responsible for all the constituent parts of teaching and learning.



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THE ORATORY PREP SCHOOL

Should you wish to apply for the post, please include a covering letter (addressed to Mr De Silva) and a completed Application form. Please read through the Job Description, Person Specification and visit our website to get a flavour of our school. If you feel you would enjoy the challenge and rewards of working at The Oratory Prep School, I would be pleased to receive your application. It is very important that the statement in support of your application (found in the application form) does not re-state details included elsewhere in the application but addresses:

- why you are applying for the post of Director of Studies at The Oratory Prep School
- the Job Description and Person Specification

Please note that references will be sought for all candidates.

Please complete the application form and send, together with a covering letter, to Mrs Whittaker (The Headmaster's PA) humanresources@oratoryprep.co.uk. We may interview and appoint before the closing date, so early applications are encouraged.

Good luck!

Mr Andrew De Silva
Headmaster





THE ORATORY
PREP SCHOOL

Why The Oratory Prep School?

- We were rated 'Excellent' in our recent ISI Inspection (December 2021).
- Our reputable Scholarship Programme and dynamic Leadership Programme help secure consistently high grades and impressive scholarship awards to some of the country's top senior schools.
- Our excellent pastoral support, with an emphasis on Catholic values, is central to all aspects of school life.
- We focus on outdoor learning, including Forest School for all years.
- We offer outstanding Performing Arts opportunities through LAMDA from Year 1, instrument and vocal tuition and musical and drama productions.
- Boarding is an integral part of school life, providing full, weekly and flexi-boarding for children in Year 3 upwards. Our boarding house accommodates up to 50 children with full, weekly and flexi-boarding options available. We also have international boarders from a variety of different countries including Spain, France and Iran.
- Our high calibre sports coaching and outstanding facilities include a learner pool, a 25 metre heated indoor swimming pool, a full size 3G pitch, 4 tennis courts and multiple pitches.
- Our action-packed Activity Programmes offer activities ranging from Fencing to Cookery alongside a diverse Saturday Enrichment Programme offering orienteering to beekeeping.



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THE ORATORY
PREP SCHOOL

Advert: Director of Studies

Are you passionate about teaching and learning, curriculum design and pupil, parent and staff engagement? If so, please read on...

The Oratory Prep School seeks to appoint a new Director of Studies, to join our talented staff team from September 2024. The OPS has a fantastic local and national reputation as one of the country's leading prep schools, which educates children from 2 – 13. As you can imagine, our dedicated staff and superb facilities provide our children with unique opportunities to support their learning. We are looking for the right person to contribute to our children, our team and the wider school family. The pupils at The Oratory Prep School are absolutely delightful and are enthusiastic learners. Parental support is very strong and the Governing Body (Bellevue Education) is committed to improving outcomes and experiences for our children.

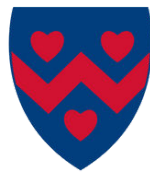
We are looking for someone who is:

- Able to demonstrate strong, positive relationships with Prep-aged pupils (2 - 13)
- As the candidate will be required to teach - Excellent in the classroom, with an outstanding ability to engage and enthuse children
- Keen to be fully involved in the Sports provision at the school
- Keen to showcase leadership behaviours to support pupils, staff and parents
- Able to challenge, support and motivate all children to achieve high standards
- Open to new ideas and willing to commit to new initiatives
- Eager to take a full and active part in all aspects of our school community
- An excellent communicator with pupils, parents and staff
- A Teaching and Learning Coach and Mentor
- Naturally positive and a fun team player – with a great sense of humour!

In return, we can offer you the opportunity to:

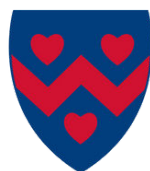
- Teach well behaved, highly motivated children who are keen to develop their own learning
- Work within a school community that is proud of its achievements and well-motivated to continue to develop further
- Work within a supportive team
- Regular non-contact time to monitor the quality of provision, support staff and pupils and to provide quality next steps to support our school
- Great professional development tailored to fit your needs

The Headmaster, Mr De Silva, would be delighted to talk to potential candidate about the school and about the role. To visit the school/speak to Mr De Silva, please contact Mrs Parris (The Headmaster's PA) humanresources@oratoryprep.co.uk. Please use the same email address to receive an application pack.



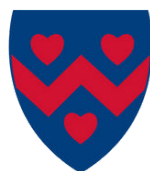
Details About The Post: Director of Studies

Grade	<ul style="list-style-type: none">• £45,000 - £53,000• Possible accommodation (at reduced rent) on the school site (bills and council tax not included)• Meals are provided free of charge when on duty and when the school's kitchen is open during school holiday periods• Continuing Professional Development (CPD)• Pension with Scottish Widows• Perkbox - rewards and benefits platform• Swimming sessions in the school pool (free)• Generous pro-rata fee remission
Safeguarding of pupils	<p>The Oratory Prep School is committed to safeguarding children and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. We will ensure that all of our recruitment and selection practices reflect this commitment. All successful candidates will be subject to enhanced DBS checks along with other relevant employment checks. Inline with safer recruitment regulations, the school will carry out a social media check on all candidates.</p>
Expected Start Date	September 2024
Working Hours	Full Time, Permanent (SLT are required to be a presence at key points after school and attend match teas and evening commitments as required)
Equal Opportunities	<p>Rationale The Oratory Prep School is committed to equal opportunities for all pupils and staff, regardless of race, gender, age, physical disability, political or religious affiliations or marital status, and this is fundamental to the ethos of the school.</p> <p>Purpose</p> <ul style="list-style-type: none">• To provide an environment in which all pupils feel equally valued and have equivalent opportunities as others, regardless of race, gender, age or physical disability, in all areas of the curriculum.• To ensure that there is an equal opportunity for employment development and promotion for all staff and that they are not discriminated against on grounds of race, gender, age, physical disability, marital status, religion or politics. <p>Guidelines</p> <ul style="list-style-type: none">• Recruitment, development and promotion of staff will be based solely on the criteria of merit and ability and suitability for the job.• No job application or employee will receive less favourable treatment on the grounds of gender, race, ethnic or national origin, marital status, domestic circumstances, age, sexuality, disability, political or trade union activity or religious beliefs.
Key Dates	<p>Closing Date: Wednesday 20th March 2024, Midday</p> <p>Interview Dates: Friday 22nd March 2024</p> <p>*The school reserves the right to interview candidates ahead of the closing and interview date.</p>



Person Specification: Director of Studies

Essential		Desirable
Qualifications	<ul style="list-style-type: none">• Qualified Teacher Status	<ul style="list-style-type: none">• Further professional study and qualifications• School Leadership qualification e.g. MA, NPQH
Leadership qualities and competencies	<ul style="list-style-type: none">• Evidence of improving the quality of teaching and learning in other members of staff• Able to lead and inspire the whole school community in all areas of school improvement• Positive attitude with a clear vision, passion and conviction for Primary Education• Excellent organisational and management skills including effective time management, e.g. creating whole school timetable and ensuring its effective implementation• Experience of effective working with the Head, senior leaders and governors• Experience of effective monitoring and self-evaluation• Evidence of the impact of proven strong leadership skills• Experience of effective core subject or whole school assessment leadership and/or whole school curriculum development• Evidence of organising whole school timetables, or a desire to learn• Evidence of reporting the school's data position to OFSTED/ISI/Governors, providing a detailed analysis of next steps and what success will look like• Experience of leading CPD• High level of literacy and attention to detail• High level of computer literacy• Experience of accountability within leadership• Effective communication with all members of the school community including governors and parents• Knowledge and understanding of ISI regulations and compliance• High expectations of self, of pupils and of staff, seeking to fulfil their potential• Effective experience of coaching and mentoring• The ability to develop initiative in an imaginative and exciting way and successfully <i>finish</i> what has been started within an agreed timeframe• Ability to work with other professionals within and beyond the setting	<ul style="list-style-type: none">• Currently in a whole school leadership role• Experience of leading the Performance Management process• Evidence of subject/initiative leadership impact• Experience of leading intervention• Experience of monitoring and moderation of work• Experience of line managing teams of staff, e.g. LSAs, teachers, lunchtime support staff• Currently a deputy DSL



Person Specification: Director of Studies

	Essential	Desirable
The Classroom – being a ‘teaching and learning coach’	<ul style="list-style-type: none">• Evidence of outstanding and creative classroom practice with the skills to develop this in others• Able to demonstrate high standards of teaching and effective pupil learning in all areas of the curriculum• Evidence of meeting the needs of all pupils• Passion for making learning experiences exciting, memorable and fun• Evidence of positive behaviour management• Knowledge of the individual and diverse ways that children learn and develop• Ability to build excellent relationships with children	<ul style="list-style-type: none">• Experience of working in more than one school• Experience across the whole primary/preparatory age range
Personal Qualities	<ul style="list-style-type: none">• Committed to children• A listening ear and sounding board for the Head – who is loyal, honest and trustworthy• Recognises when to seek advice and support and is prepared to do so• Reflective, creative and innovative• Has professional integrity – displays a constructive and optimistic attitude that has a positive effect on others• Able to evidence their outstanding impact on teaching and learning, both as a teacher and as a leader• Has excellent interpersonal skills and a presence which inspires confidence and commands respect from all members of The Oratory Prep School family• Able to motivate, engage and develop high aspirations in themselves, in pupils and in staff• Committed to all aspects of school – willing and able to be flexible• Able to work as a team member of SLT• Able to evidence impact of leadership• Is approachable and caring• A generosity of spirit towards the demands of a busy school, as the role requires flexibility and will involve out of hours, weekend and holiday work• Professional in their relationships with children, staff and parents and has a good sense of humour!	<ul style="list-style-type: none">• Able to evidence impact of leadership AND management



Job Description: Director of Studies

Job Purpose

Under the direction of the Headmaster, develop and maintain the academic standards of the school, establishing the policies through which they shall be achieved, guiding staff and resources to achieve them as well as monitoring progress towards achievement. The Director of Studies will have delegated responsibilities related to whole school-based decisions. This will be in addition to carrying out the professional duties of a teacher. To uphold the ethos, aims and values of the school, its policies and codes of practice at all times and in all circumstances. To be part of the Senior Leadership Team developing and promoting high standards and achievement in all areas. To develop and deliver an appropriately broad, balanced, relevant and differentiated (varied) curriculum for all learners. To facilitate and promote learning experiences which provide learners with the opportunity to achieve their potential and contribute to raising standards.

Reporting to: The Headmaster

Line Management of:

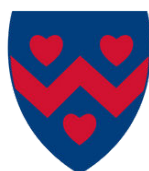
- Heads of Faculty
- Some teachers
- Some Middle Managers

Core Purpose and Accountability

- Under the direction of the Headmaster, develop and maintain the academic standards of the school, establishing the policies through which they shall be achieved, guiding staff and resources to achieve them as well as monitoring progress towards achievement.
- To be a teaching and learning coach and mentor
- Undertake the professional duties of the management team reasonably delegated to you by the Headmaster.
- In partnership with the Headmaster and the Senior Deputy Head provide professional leadership and management of teaching and learning throughout the school.
- To provide professional input into the School Improvement Plan (SIP) priorities and ensuring ISI regulations are monitored and met.
- To have specific responsibility for the curriculum within the school.
- To lead on specific projects as required.
- Be a member of the SLT and maintain close daily contact with the Headmaster and staff to facilitate good communication.

Teaching and Learning

- Carry out the duties of a class teacher. This includes any duties as may be reasonably directed by the Headmaster
- To provide a role model for high standards of teaching and learning through personal example
- To be responsible for teaching, learning and standards, in line with the Teaching Standards and school policies
- To facilitate and encourage learning which enables students to achieve high standards, to share and support the corporate responsibility for the well-being, education and discipline of all children
- To uphold the school's principles and policies which underpin good practice and the raising of standards, and promote the school's aims and Values
- To actively undertake professional development through keeping abreast of the latest developments and thinking, coaching and mentoring, self-evaluation and peer review



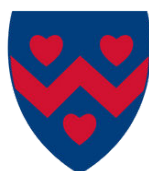
Job Description: Director of Studies

Shaping the Future

- Ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all
- Demonstrate the vision and values of the school in everyday work and practice. Motivating and working with others to create a shared culture and positive climate
- Lead the ongoing reviews of standards, leadership, teaching and learning areas across all areas of school provision.
- Input to and assist with the implementation of the school's strategic development plan, taking into account the diversity, values and experience of the school and community at large
- Establish short, medium and long term plans for the development of the academic standards.
- Develop and implement policies and practices for the raising of academic standards
- Monitor the progress made in achieving academic plans and targets, and evaluate the effect on teaching and learning
- Work with outside agencies and stakeholders to inform future action
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence - particularly Artificial Intelligence and Augmented Reality

Leading Teaching and Learning

- Represent staff views to the Headmaster and ensure that the SLT view is relayed to staff in a positive united way
- Raise the quality of teaching and learning and pupil's achievement, setting high expectations and monitoring and evaluating effectiveness of learning outcomes
- Ensure a consistent and continuous school-wide focus on pupil achievement, using data and benchmarks (moderation) to monitor progress in every child's learning
- Ensure that learning is at the centre of strategic planning and resource management
- Provide regular feedback for colleagues in a way which recognises good practice and supports their progress against professional and performance management objectives
- Create, maintain and enhance effective relationships with all staff
- With the Headmaster recruit and select teaching and support staff as appropriate
- Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning
- Ensure appropriate reports are written and shared with parents, providing feedback and guidance where necessary
- To lead on strategies and plans to continue to improve and build upon the teaching and learning provision within the school
- To track pupils progress and plan and monitor interventions in relation to secondary school entrance exams
- To lead and deliver information to all stakeholders regarding the 13+ system and identify any changes and trends in behaviour
- To monitor pupils school offers and share information with parents regarding current secondary school focuses and admissions processes
- To act as part of the schools safeguarding team as a Deputy Designated Safeguarding Officer
- To have specific responsibility for the curriculum within the school



Job Description: Director of Studies

Securing Accountability

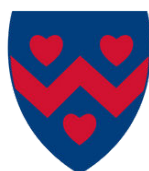
- Challenge underperformance at all levels and ensure effective corrective action and follow-up is put in place and has an impact on improvement
- Assist with the development of individual staff accountabilities related to academic standards that are clearly defined, understood and agreed and are subject to rigorous review and evaluation
- Contribute to the school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- Work with the Governing Body (Bellevue Education - providing information, objective advice and support where appropriate)
- Develop and present a coherent, understandable and accurate account of the school's academic performance to a range of audiences including governors, parents and carers
- Agree, monitor and evaluate pupil progress targets to make a measurable contribution to whole school targets including SEND and Gifted and Talented
- Engage all staff in the creation, consistent implementation and improvement in schemes of work and diverse, flexible curriculum plans which encapsulate key school learning strategies
- Provide guidance on a choice of teaching and learning methods/strategies
- Exemplify outstanding practice; undertake shared planning, team teaching etc.
- Develop and implement systems for recording individual pupil's progress
- To be actively involved in whole school monitoring, evaluation and review programmes e.g. evaluating the quality of teaching and learning and standards of achievement, initiating strategies and setting targets for improvement
- To implement the school's policies on safeguarding across the school
- Lead ECT programme, providing support to mentors and teachers

Developing Self and Working with Others

- Work with the Headmaster to build a professional learning community which enables others to achieve
- Support staff, in achieving high standards through effective continuing professional development
- Be committed to your own professional development
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture in line with agreed policies
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams
- Develop and maintain a culture of high expectations for self and others
- Regularly review own practice, set personal targets and take responsibility for own professional development
- To keep abreast of current developments in education generally and leadership and management in particular

Resource and Organisation Management

- Coordinate the whole school timetable, working with the Senior Deputy Head
- Coordinate cover needs from Reception to Year 8
- Work with the Headmaster to provide effective organisation and management of the school and seek ways to improve learning and teaching functions based on rigorous self-evaluation
- Work with the Headmaster and the Deputy Headteacher to ensure the school, the staff and resources within it are organised and managed to provide an efficient, effective and safe learning environment
- Secure and allocate resources to support effective learning and teaching within all subject area(s)
- With Heads of Pre Prep, Junior Prep and Senior Prep - Ensure the supervision of pupils at lunchtime, at the beginning and end of the school day



Job Description: Director of Studies

Resource and Organisation Management

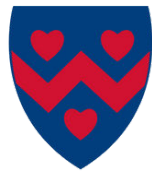
- Lead assemblies when appropriate
- Use and integrate a range of technologies effectively and efficiently to assist in the management of the school. (ISAMs)
- Oversee Middle Managers and Heads of Faculty (weekly meetings)

Strengthening Community

- Work with the Headmaster to engage with the internal and external school community to ensure equity of provision and opportunity
- Work with the Headmaster in collaborating with other schools and organisations to share expertise and bring positive benefits
- Work with the Headmaster and SLT to work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children
- Participate actively in parent and community events to develop and maintain good relationships and provide for the academic, spiritual, moral, social emotional and cultural well-being of pupils and their families
- Emphasise the benefits of a multi-ethnic school, which strongly opposes any form of racism, and promotes equality of opportunity in terms of gender, ethnicity, religion, sexuality, class and disability
- Build a school culture and curriculum which takes account of the richness and diversity of the school's communities
- Co-operate and work with relevant agencies to protect children
- Role model our Catholic virtues
- Coordinate Accountability events, e.g. parents' evenings and reports

Specific Responsibilities

- To provide professional leadership and management of academic areas of the School Improvement Plan as agreed, on an annual basis, with the Headmaster
- To take an active role in the school's leadership team, contributing to the development of identified areas leading to high standards of teaching, effective use of resources and improved standards of learning and achievement for all children
- To identify and pursue leadership and management development opportunities including training (to be agreed and negotiated with the Headmaster – pending training contracts etc.)
- With the Headmaster and Senior Deputy Head, manage whole school professional development linked to academic standards including the organisation of regular INSET and staff meetings where appropriate, liaising with teachers and using a wide range of approaches, linked to whole school requirements
- Developing and managing partnerships, at both strategic and operational levels, with parents and the community within and beyond the school; including consultation, engagement and support in order to secure the academic spiritual, moral, social emotional and cultural wellbeing of pupils and their families
- Keep up-to-date with safeguarding practices, staff recruitment, induction and training; case management – liaising with staff, families and agencies
- Develop and manage the delivery of specific subjects across the school
- Deputy DSL
- Support with the retention and recruitment of pupils and staff
- As a member of SLT, carry out boarding duty on a rota basis



THE ORATORY
PREP SCHOOL

Find Out More About Our School

For all our latest news and photos, please follow us via our social media channels



The Oratory
Prep School



@oratoryprepschool



@OPS_OratoryPrep



The Oratory
Prep School

Take our Virtual Tour



Read our Boarding Booklet



"The staff are experts. I leave my children knowing that they will be stretched, supported and developed in every way possible. We consider ourselves very lucky to have found The Oratory Prep School and look forward to many more years of being part of such a caring and nurturing community." Current Parent.

The Oratory Prep School, Goring Heath, South Oxfordshire
RG8 7SF

www.oratoryprep.co.uk