



# Director of Studies

Candidate Information

Required from April 2025

The Granville is an IAPS  
co-ed Pre-School for ages 3 - 4  
and girls' Prep School for ages 4 - 11

The   
**Granville**  
School



## Executive Summary

**This is an excellent opportunity to join a collaborative and dynamic Senior Leadership Team at an exceptionally high-achieving, independent co-ed Pre-School for ages 3 - 4 and girls' Prep School for ages 4 - 11 in the heart of Sevenoaks.**

The Granville combines future-ready, forward-looking educational excellence with affectionately held traditions and a bespoke approach to both the academic and personal experiences of its pupils.

The Director of Studies will be a member of the Senior Leadership Team and will have responsibility for supporting the Head in the overall strategic leadership and management of the school.

We are seeking an inspirational, creative and impactful candidate with a proven track record of innovative and effective curriculum leadership across the primary age range. They will be tasked with maintaining and exceeding the high academic standards at the school along with monitoring and inspiring best teaching practice.

The postholder will be an outstanding and highly-approachable teacher with energy, creativity, vision and ambition, excellent leadership and management skills, a real interest in pastoral and curriculum issues and an enjoyment of all aspects of school life.

**Closing Dates**            **Noon on 30th October 2024**

**Interviews**                **Thursday 14 November 2024**

*The Headmistress would be delighted to talk on the phone to any candidate who would like to know more about the post. She can be contacted either at the School on 01732 453039 or by email through [headspa@granvilleschool.org](mailto:headspa@granvilleschool.org).*

The Granville is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo child protection screening.

# The School

**Founded in 1945 by Ena Makin, The Granville School is a thriving, successful prep school with an enviable reputation for excellence.**

The school is set in five acres of gardens and woodland and is centred on a large, attractive Victorian house. Over the past years, several new specialist buildings have been added so that it is now an impressive campus with exceptional, purpose-built facilities.

The school benefits from being close to a mainline station (30 minutes from London) and the busy market town of Sevenoaks. The Granville School is a non-selective, day preparatory school for girls aged 3 to 11 and boys aged 3 and 4. It is an educational trust administered by an extremely supportive Board of Governors.





## Our Vision

**Realising the full potential of every child by developing knowledge, confidence and self-reliance within a supportive and successful school community.**

The Granville is an exceptional school which combines the very best of prep school tradition with a vibrant, forward-looking outlook where change is embraced and innovation celebrated. Pupils thrive on individual attention and achieve their best in a happy, secure and stimulating environment. Highly qualified, specialist teachers make learning exciting, develop enquiring minds and raise levels of expectation.

Every year, pupils participate in traditional Granville celebrations. These all help to reinforce both a strong family community and a warm, friendly atmosphere, which are highly valued by pupils, parents and staff. While the school is non-selective, it successfully nurtures the potential in every pupil and each year the girls achieve impressive results academically as well as in sport, music, drama and art.

Our record of leavers' destinations is outstanding with girls gaining scholarships every year to a wide range of excellent senior schools, (including Caterham, Kent College, St Paul's Girls School, Sevenoaks School, Walthamstow Hall, Woldingham and Wycombe Abbey) and places in the highly selective Kent grammar schools.

The Head is a member of the Independent Association of Prep Schools (IAPS) and the school is inspected by ISI. The most recent ISI inspection took place in 2022 and was compliant in every aspect. In the 2017 inspection the school was proud to be rated 'excellent' in all areas. The full inspection reports can be read on the school's website.

Looking to the future, the school aims to continue on its journey of excellence, constantly improving the standard of teaching and learning, helping pupils achieve their personal best and expanding our educational provision to ensure they are future-ready.

# Testimonials

“ I love the school as much now as I did 20 years ago when my eldest daughter came here. They have such fond memories of being at The Granville. ”

Mrs V Wyatt, Teaching Assistant

“ The teachers cheer you on, saying ‘You can do this!’ It always makes me feel better. ”

Annabel, Year 3 Pupil

“ As the newest member of the admin team, I have found the staff very warm and friendly. Nothing is ever too much trouble and I feel I have adapted to school life very quickly due to this. ”

Mrs K Smith, Bursar's Assistant

“ I really enjoy being part of the Senior Leadership Team at The Granville. It is a supportive and creative group to be a part of. The girls we teach are charming: polite and courteous as well as inquisitive and confident. ”

Mrs V Duggan, Head of English

“ You should come to Granville because it's the best place! ”

Cara, Year 3 Pupil



## Job Description: Director of Studies

**The Granville is looking for an inspirational and dynamic teacher to continue to lead and develop on all matters relating to teaching, learning and the curriculum and will be a member of the Senior Leadership Team.**

**The successful candidate will be an experienced teacher, and either in a Senior Leadership Role or an experienced subject leader. The Director of Studies will be responsible to the Headmistress.**

### As Director of Studies, you will be:

- accountable to the Headmistress;
- responsible for the planning and delivery of the curriculum, monitoring and assessment, teaching and learning and curriculum innovation and development;
- a member of the Senior Leadership Team.

### Person Specification

- An outstanding teacher who will drive our school forward by building on the many strengths and success of the existing provision.
- An excellent, inspirational and dynamic teacher who can generate instant respect, and who is eager to have overall responsibility for the development of the curriculum across the whole school.
- An imaginative and creative professional who is able to lead a team of outstanding teachers and teaching assistants.
- A committed, charismatic, reliable role model.
- A team player who is able to galvanise every member of staff to teach to an outstanding level.
- An inspiring personality in and out of the classroom, and someone who makes learning fun but sets the highest standards, would enjoy working at The Granville.
- A sense of humour, adaptability, the capacity to inspire confidence in pupils, parents and colleagues with a real love of teaching the young is paramount. A can do, will do attitude, will identify the successful candidate, and the rewards for a dynamic and enterprising teacher will be significant.



## Job Description: Director of Studies

### Key areas of responsibility:

- Is a member of the Senior Leadership Team who supports the Head in the strategic development in the school.
- Is an exemplary teacher with the ability to inspire and motivate and is a positive role model to staff, parents and pupils.
- Translates into practice the stated aims of The Granville School and promotes good relationships by sensitive leadership and management.
- Establishes and maintains good links with Governors, parents, local schools and the local community and supports the Head in marketing The Granville School by contributing to the Outreach programme of raising the profile of the school.
- Constructs the school timetable, room timetables and timetables of teaching assistants in consultation with the Head and the Deputy Head.
- Contributes to the smooth day-to-day running of the school by liaising with the Deputy Head when devising arrangements.
- Attends school events such as Open Days, Concerts, Festivals, Founders Day Fete, Sports Day and contributes to the planning of these events and fully participates in the life of The Granville.
- Assists the Head construct the yearly calendar.
- Takes part in weekly meetings with the Headmistress.
- Contributes to the induction of staff, particularly where matters of curriculum are concerned.
- Together with the Deputy Head, organises and administers testing for prospective pupils.
- Assists in the process of appointment of staff by doing: lesson observations, tours and interviews.
- In conjunction with the Head, reviews all administrative operations within the school, including resources.
- Assists in the compilation and gathering of information for the weekly newsletter to parents.
- Is responsible for ensuring that all staff contribute curriculum items for the website.
- Assists in the compilation the annual Development plans for review by the Head in support of the school's strategic objectives.
- Mentors NQT's in their first year of teaching.
- Acts as a mentor and coach for members of staff.



- Takes assemblies in the absence of the Headmistress and Deputy.
- Remains well informed about current educational trends and legislation and ensures that statutory requirements are met.
- Communicate curriculum data to ISI.
- Takes responsibility for curriculum planning and implementation liaising as appropriate with the Head .
- Compiles and updates academic policies on behalf of the Head.
- Consults with and advises Subject Co-ordinators across all sections of the School on matters pertaining to teaching and learning and the curriculum.
- Leads on subject development planning and new initiatives relating to the EYFS, KS1 and KS2.
- Co-ordinates the creation and content of termly reports for parents in conjunction with the Data Manager.
- Makes staff aware (through briefings, INSET and other means) of developments in teaching and learning practice and to assist staff where possible in introducing new methods into the school.
- Oversees and monitors planning documentation, which should allow for the differentiated needs of children, ICT provision and identify opportunities for SMSC/Eco links/FBV.
- Liaises with all teachers including the SEN teachers on the provision for children with SEN, EAL and G&T needs and those who need support, and extension.
- Oversees the collection and storage of school planning documentation and informs the Head of any issues that arise.
- Monitors the work of subject co-ordinator and individual staff in ensuring that the curriculum is delivered effectively and meets with each to discuss and follow-up any issues within the subject areas that arise
- Ensures a seamless transfer of curriculum, record keeping and assessment across all sections of the school and for girls moving on to the Senior School
- Organises and leads termly work samples to ensure progression, and consistency in standards and assessment, and feeds back to co-ordinators and individual staff
- Develops a timetable for the academic cycle of testing, planning, reporting and assessment
- Is responsible for the record keeping, assessment and pupil tracking.
- Conducts the appraisal of some staff on behalf of the Head
- Is responsible for ensuring that the SEF is up to date with relevant information





## General Responsibilities for all Teachers at The Granville

- To promote the highest quality teaching and learning.
- To promote the excellent quality of pastoral care provided by the school.
- To ensure the classroom is an invigorating environment for effective learning, embracing pupil's work, producing effective displays and creating a collaborative and engaging atmosphere in the classroom.
- To monitor and evaluate pupils learning, liaising closely with subject leaders working with Early Years children.
- To develop, easy and professional relationships with parents and colleagues.
- To maintain and manage the physical resources in the learning area.
- To undertake supervisory duties.
- To attend staff meetings, school INSET, and attend professional courses to enhance teaching effectiveness and qualifications.
- To comply with Health and Safety requirements.
- To play a full part in the life of the School.

# Additional Information

## Salary

Granville teachers are paid in line with Government pay scales and enrolled in the AVIVA APTIS teachers' pension scheme, with the School contributing 15%. Level of salary is dependent on qualifications and experience.

The successful appointee will also be entitled to the following;

- Free school meals
- Benenden Health Care
- 50% tuition fee Staff discount for their children

This post offers a rare and exciting opportunity to join a school who are leaders in providing an independent pre-school education for girls and boys aged 3-4 and a prep education for girls aged 4-11, a school that is aspirational, future-facing, relevant and engenders success in all aspects of school life, while still upholding the best of prep school tradition.



# Additional Information

## Safeguarding and Child Protection

**The successful candidate will be expected to commit to the following:**

To promote and safeguard the welfare of children and young persons' for whom/she/he is responsible, or with whom she/he comes into contact. They will adhere to and ensure compliance with the school's Safeguarding Policy and Child Protection Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety of welfare of children in the school she/he must report any concerns to the schools' Designated Safeguarding Lead.

The successful candidate will be required to provide an enhanced DBS Disclosure.

In seeking references on short-listed candidates the school may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

This post offers an exciting opportunity to work in a well-established, developing and ambitious school. At a time when interest in the school, and demand for places is considerable, the future is very exciting.





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School

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