



## **Thomas's Battersea Head of Upper School – Job Description**

The Head of Upper School has responsibility for the academic and pastoral needs of the Upper School, defined as Years 6, 7 and 8. The Head of Upper School is a member of the Leadership Team and the Senior Leadership Team. The Head of Upper School has high visibility and leads proactively, modelling and contributing to the school's aims and values.

**Reports to:** The Headmaster

**Line Manager for:** Heads of Year in Upper School, HoDs (in conjunction with the Deputy Head Pastoral), the Master i/c Scholarship and the Exams Officer.

### **1. PUPILS**

- 1.1 Monitor the academic, social and physical progress of pupils in the Upper School.
- 1.2 With Deputy Head Pastoral, provide pastoral care and encourage an environment of social and spiritual awareness.
- 1.3 With Deputy Head Pastoral, deal with disciplinary matters in the Upper School, if they cannot be resolved by the Form Tutor.
- 1.4 With the Director of Admissions, assist with the assessment and interview of new Upper School pupils (11+ and 12+).
- 1.5 Conduct interview practices for 13+ interviews.
- 1.6 Lead set review meetings.
- 1.7 Plan US Prep timetables.
- 1.8 Keep up to date with Upper School SEN requirements.
- 1.9 Administer Upper School awards and sanctions.
- 1.10 Arranges new form groups for Years 6 and 7.
- 1.11 Manage setting for Upper School pupils in ISAMs.

### **2. PARENTS**

- 2.1 After the Form Tutor, act as initial point of contact for Upper School parents and maintain open communication with them. Senior school admissions advice for parents is handled by the Assistant Head and the Headmaster.
- 2.2 Help organise talks for parents.
- 2.3 Assist with fortnightly tours of the school if necessary.
- 2.4 Organise Upper School Parents' Evenings.

### **3. STAFF**

- 3.1 Interview and select new staff in conjunction with the Head and other members of the Senior Leadership Team.
- 3.2 Take joint responsibility for the induction of Upper School staff.
- 3.3 Advise and support staff through Staff meetings, Hold regular Year Group meetings and staff meetings. Hold regular year group meetings, HoD meetings and progress meetings. Encourage open communication, discussion and good working relationships.

- 3.4 In conjunction with Deputy Head (Academic) monitor reporting, assessment and record keeping.
- 3.5 Monitor and advise on teaching throughout the Upper School including planning and curriculum development. Praise strengths and good performance. Be supportive and constructive in improving performance where necessary.
- 3.6 Lead Upper School Heads of Department.
- 3.7 Appraise Upper School Academic HoDs.
- 3.8 With Deputy Head Academic arrange Inset for Upper School staff.

#### **4. CURRICULUM MANAGEMENT**

- 4.1 Ensure up-to-date knowledge of changes to and requirements of Common Entrance, Scholarship, current good practice and contemporary research.
- 4.2 Monitor and evaluate the quality of teaching, learning, planning and assessment of all subjects in US.
- 4.3 With Deputy Head (Academic), analyse assessment data to inform school-wide targets.
- 4.4 Liaise with Heads of Departments and respect the needs of the Upper School to ensure effective implementation of the syllabus.
- 4.5 Liaise with Head of Middle School and Heads of Departments to ensure smooth transfer to the Upper School.
- 4.6 Monitor Upper School subject displays.
- 4.7 Scholarship overview (including co-curricular scholarships).

#### **5. ADMINISTRATION**

- 5.1 Take responsibility for liaising with the Senior Leadership Team over the organisation of Upper School events.
- 5.2 Attend CLT and SLT meetings and meetings with Deputy Heads and Heads of School, as required.
- 5.3 Take Upper School Assemblies (including devising the US Assemblies timetable) and Church Services where appropriate.
- 5.4 Assist the PTA with planning Upper School Lectures.
- 5.5 Coordinate US contributions to the School Magazine.
- 5.6 Approve and authorise US day trips.
- 5.7 Arrange US daily cover.
- 5.8 Weekly Bulletin article.

#### **6. MANAGEMENT**

- 6.1 As a member of the Core Leadership Team: advise on future building and resources requirements and lead and manage Upper School development. Be involved in decisions on staffing balance, numbers and deployment, including cover. Be involved in decisions on curriculum and timetable changes. Be involved in decisions on policy changes in pupil management. Be involved in decisions on policy changes in staff management.

#### **7 TEACHING**

- 7.1 A limited teaching timetable to be agreed on appointment.

This job description and allocation of particular responsibilities may be amended by agreement between the Headmaster and the Head of Upper School from time to time.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy 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 or welfare of children in the school, he/she must report any concerns to the school's child protection officer or to the Head.