



An independent 11 – 18 girls' day and boarding school in Brighton



Head of Middle School and Transition

The Role

Reporting to the Deputy Head, Pupils (Pastoral and Progress) the Head of Middle School and Transition will assume responsibility for leading the Heads of Year for Years 7-8 or 9 - and for transition into Year 7 or Year 9. The post holder will be a member of the extended Senior Leadership Team and will ensure that an excellent standard of pastoral care and academic progress is maintained across the Middle School.

The Head of Middle School and Transition will take overall responsibility for the pastoral provision in Key Stage three including the delivery of Assemblies, PSHE and a strong programme of co-curricular and extra-curricular provision.

The post holder will also work closely with the Admissions Department to ensure that there is a thoughtful programme in place to support pupils as they make the transition into Roedean. Particular attention will be paid to identifying talents, interests and specific academic needs. The successful candidate will also assume the role of Deputy Safeguarding Lead.

Main Duties

Overall responsibilities

- To lead and deliver the School's development plan and priorities in the Middle School (Years 7-8 or 9).
- Overseeing strategies and structures to ensure the wellbeing of pupils in Years 7-8 or 9 including provision of welfare advice, guidance and support.
- To lead the Heads of Year for Years 7-8 or 9.
- To lead and oversee the monitoring of pupil progress.

- To develop the tutorial programme ensuring that it is relevant and delivered to a high standard by form tutors.
- To lead the delivery of PSHE, ensuring the school is compliant with government regulations and that lessons are relevant and engaging for Roedean pupils.
- To lead and develop the work of the Pastoral Managers, ensuring they serve the needs of the pupils and maintain a strong flow of information to key members of the Pastoral Team. They will also monitor the quality of individual pupil records.
- To work closely with the Admissions Department, primary and prep schools to develop a thoughtful programme that supports the transition of pupils into Roedean.
- To ensure timetables, rooming, staffing and other logistical considerations are arranged carefully to ensure smooth transition.
- To lead the work of the Prep and Primary Schools Ambassadors to ensure prep school and primary school partnerships are high quality and achieve their key aims and objectives.
- To carry out the role of Deputy Safeguarding Lead, attending all relevant training and meetings.
- To deliver CPD relating to aspects of pastoral care, as and when required.
- To report on matters of safeguarding, pastoral care and welfare.
- To respond to parental concerns, complaints and enquiries on all matters of pastoral welfare, behaviour and academic progress.
- To report on and ensure regulatory compliance and inspection readiness in this area of the school.
- To be responsible for discipline and to handle disciplinary issues which have gone beyond the remit of the Heads of House and Heads of Year.
- To oversee all pupils on individual support, pastoral or health care plans.

Leadership Responsibilities

- To be a member of the extended Senior Leadership Team and to assist in the various issues and responsibilities arising from that.
- To support the Deputy Heads and the Head as necessary or required.
- To play a key role in leading and attending all school and community events.

Staff Responsibilities

- To be trained in safer recruitment.
- The Head of Middle School and Transition has responsibility for the pastoral induction of the teaching staff.
- To assist with the recruitment of teaching and pastoral staff to the school in respect of safeguarding.
- To provide guidance for individual staff, and to assist with staff induction, appraisal, discipline and welfare, as required.
- To undertake teaching load as appropriate, and other duties that may include supervision, tutorial role and house duties.

Person Specification

- A sensitive, caring individual who understands the challenges of transition from KS2 to KS3.
- An excellent teacher who will serve as a role model to others.
- A skilled communicator with the confidence and charisma to inspire and engage staff, parents, girls and trainees across the school.
- The ability to build relationships outside school with other education professionals, and keep abreast of developments nationally and internationally.
- A positive and practical individual and team player with the ability to take both a long-term strategic approach and to handle situations immediately as they arise.
- A positive and constructive senior team player who would add to the extended senior leadership team and to take on responsibility for the leadership of aspects of the school when necessary.
- A willingness to work with others, and the ability and readiness to adopt a flexible approach as dictated by circumstances.

- A person who is able to relate to and understand the difficulties and problems faced by staff, parents and girls, and possessing the skill to make positive interventions in order to help overcome them.
- The diplomacy and tact to manage difficult conversations with a high degree of sensitivity.
- A person possessing high-order management and administrative skills and adept in the use of IT.
- A person of principle, sincerity and integrity who would serve the Head and school with unswerving loyalty and commitment.
- A good academic background, a good employment record with sound references and an impeccable career background.
- Strong leadership skills, tact and diplomacy, a willingness to consult others, and the ability to command respect.
- An understanding of the main trends and issues in education, boarding and pastoral care, with the ability to develop a vision and plan.
- The ability to present himself or herself well, be visible and accessible to others and show sound political awareness.
- A track record of identifying priorities and of getting things done efficiently and effectively, including the successful management of change.
- A strong commercial and financial awareness.
- A commitment to personal development and improvement.
- A person whose values are in line with those of the aims of the school.
- The ability to shape the ethos and culture of the School.

Salary and Allocation

Allocation: The person appointed will be expected to teach between 0.4 & 0.6 of a full timetable, amounting to approximately 8-12 periods per week. This allocation may change (up or down) if needs arise and the person will need to be able to show the flexibility to take on additional teaching duties if required.

Salary: The post is remunerated on the Senior Leadership pay scale.

Hours: The post holder will be expected to work such hours as may be reasonably required of them or as may be necessary for the proper and efficient performance of their duties. These could be extensive with out-of-hours work demands.

Other benefits include:

- Teachers' Pension Scheme
- Remission of fees for a daughter attending the school, in line with the current policy of the School Council, subject to the usual standards and procedures for admission (currently 40 %)
- Free school meals whilst on duty
- Childcare voucher scheme
- 'Cycle to Work' scheme

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and 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 s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Head and relevant agencies.

Roedean is an equal opportunities employer and is committed to the safeguarding of children. In addition to normal pre-employment checks, this appointment will be subject to a prohibition check, a prohibition from management check, an enhanced DBS check and a safeguarding interview.

Appointment details and how to apply

Applicants must complete the application pack and return it to vacancies@roedean.co.uk or via post to Louisa Butler, Roedean School, Roedean Way, Brighton BN2 5RQ.

The deadline for applications is 10 November 2017. Interviews will be held 1 December 2017.

This job description may be reviewed from time to time in light of changing circumstances and if it is necessary to amend/alter this, those concerned will be consulted.