

JOB DESCRIPTION

Head of Middle School

Promote and exemplify the School Mission:

‘To inspire each child with a love of learning and prepare them for a fulfilling future.’

Promote the School Values:

- A warm family atmosphere
- The pursuit of excellence
- A generosity of heart
- A robust vitality

1. Purpose of the job

- Member of the Senior Management Team (SMT).
- Assisting the Head and Senior Leadership Team (SLT) in the day-to-day running of the Middle School (Years 3-6).
- Providing effective, caring and energetic leadership.
- Undertake an appropriate programme of teaching, promoting excellence and upholding the School’s Values and Mission.
- Involvement in co-curricular activities, according to strengths.

2. Relationships (including accountability)

- The post holder is responsible to the Academic Deputy Head and the Senior Deputy / Head of Pastoral and works in partnership with the Headmaster and the Senior Leadership and Senior Management Teams.
- The post holder assumes line management responsibility, including appraisal, for the Heads of Year and Form Teachers in the Middle School.
- The post holder interacts on a professional level with colleagues seeks, and maintains productive relationships in order to promote mutual understanding of the pupils’ needs and the development of the School.
- Helps to ensure continuity of education between Pre-Prep, Middle and Upper Schools.
- The post holder will be an active participant in forming, building and maintaining positive professional relationships with parents and other key stakeholders.
- To support effective communication and PR links with the wider community, including feeder and destination schools, and foster relations with former pupils, parents and staff.
- To participate in arrangements for appraisal and professional development, including working with assigned Staff Appraisal (SAL) and Personal Development Leaders (PDL).

Duties & responsibilities

Leadership:

- To lead on learning and teaching initiatives in the Middle School.
- To liaise regularly with leaders in the Pre-Prep and the Upper School to ensure continuity between the key stages.
- To lead the Heads of Year and Form Teachers in the Middle School to ensure academic and pastoral targets/needs are met, pupils make appropriate progress, and intervention strategies are in place and monitored.
- Oversee the effective deployment and management of Teaching Assistants in the Middle School.
- Actively promote team work to help maintain a culture of collaboration and high expectation.
- To inspire and motivate staff to perform at the highest possible level.
- Undertake rigorous quality assurance to ensure that pupils in the Middle School and colleagues are performing according to expectations.
- In collaboration with the Academic Deputy Head and Senior Deputy Head/Head of Pastoral Care, ensure that Staff Development needs are identified and appropriately met.

Teaching and Learning:

- Ensure a safe and happy learning environment for all pupils.
- Deliver a rich, balanced curriculum which meets the needs of the Middle School children.
- To use data to inform planning for pupil progress across the Middle School.
- Teaching an appropriate timetable within the School, including undertaking the role of a Form Teacher in an appropriate year group.
- Demonstrate the highest standards in planning and assessment.
- Promote high expectations in staff and pupils, and encourage initiatives to extend the scope and quality of the children's education.
- In conjunction with the Academic Deputy Head, monitor the quality of teaching and learning in the Middle School, to ensure consistency and high standards.
- In conjunction with the Senior Deputy / Head of Pastoral Care, ensure the provision of outstanding pastoral care for all pupils; to guide and support pupils and to liaise with parents and staff to ensure personal development and well-being of pupils.
- Monitor pupils' personal and academic progress and ensure appropriate support is provided.

General:

- Attending meetings and undertaking duties as reasonably requested by the Head.
- Co-curricular involvement and initiatives according to particular strengths.
- Reappraising professional performance, participating in training courses and keeping informed of current legislation and best practice.
- To be familiar with and work within the required Health and Safety standards as laid out in the School's policy and administered through the Bursar (Health and Safety Officer).

3. Safeguarding Children

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 Child Protection Policy Statement at all times. If in the course of carrying out their duties, 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 one of the School's Designated Safeguarding Leads or to the Headmaster.

This job description is not intended to be all embracing and the post holder shall be required to carry out other duties as necessary and required, commensurate with training and experience.