

**Job Description**

**Job Title:** Junior School Deputy Head (Learning and Teaching (DHLT))

**Reports To:** Junior School Headmaster

**Responsible for**: Head of Learning Enrichment

Subject Coordinators (see Leadership and Management Chart)

**Purpose of Job:**

* To lead all learning and teaching matters and academic initiatives within the School community.
* To lead and manage the pastoral care of two houses allocated to the role, from Nursery to Year 6.
* Together with the Deputy Head (Operational (DHO)) and members of the JSMT, support the Headmaster in the effective leadership and management of the School and if required, deputise for the Headmaster in some of his duties.
* In addition to their leadership role, the DHLT will teach a reduced timetable (0.2) as may be required by the Headmaster in accordance with the policies and schemes of work laid down by the School.

**Main Duties and Responsibilities:**

In addition to the general responsibilities defined in the Job Description for teachers, the DHLT is expected to assume the following responsibilities:

**Teaching, Learning, Assessment and Achievement:**

* In conjunction with Subject Leaders and JLT, overseeing the academic curriculum and leading its development in line with national and school curriculum changes
* Implementing and managing the Junior School Reporting system in conjunction with the iSAMs manager
* Managing arrangements for the conducting of assessments and reporting
* Timetabling in conjunction with the Deputy Head Academic in Senior School, to include timetables for Teaching Assistants
* Devising and developing systems to track pupil progress with the specific intention of improving children’s learning through responsive planning
* Analysing data relating to pupil progress and keep the Headmasters and Governors up-to-date as appropriate
* Analysing and uploading annual academic performance data to ISI
* Keeping well informed and up-to-date about knowledge specific to pertinent areas of responsibility including new government initiatives and disseminating academic information to the relevant staff
* Overseeing and guiding Subject Leaders in their roles, including lesson observations and work scrutiny
* Overseeing the implementation and updating of schemes of work and other departmental documentation
* Co-ordinating and undertaking lesson observations and learning walks in order to ascertain areas of excellent practice and sharing these amongst staff
* Making suggestions for co-ordinating and organising appropriate school-based and externally based INSET for the staff
* Overseeing the mentoring and appraising of Newly Qualified Teachers so that they pass their induction year
* Inducting and mentoring volunteers and work experience students
* Taking responsibility for the Appraisal system so that appraisals take place in accordance with the agreed timescales and objectives are set and progressed
* Providing a termly Report to Governors on the academic progress and development in the Junior School

**Other Responsibilities:**

* Supporting Phase Leaders with pastoral concerns as relevant to your Houses as and when required
* Liaising and communicating openly with pupils, parents and staff of the relevant houses
* Pro-actively demonstrating the 3 Cs and implementing the Behaviour Policy, maintaining high standards of behaviour and discipline at an age appropriate level
* Ensuring the safety and wellbeing of children and young people at the School, by ensuring Staff are up to date, adhering to and complying with the School’s Safeguarding and Child Protection Policy at all times
* Ensuring that all matters relating to administration and organisation of the Junior School are communicated regularly, efficiently and effectively to the Headmaster, Senior Leadership Team, staff, pupils and parents through both formal and informal procedures
* Maintaining regular liaison between Phase Leaders, staff and the Headmaster, sharing ideas, information and suggestions
* Creating, implementing, developing and up-dating relevant policy and practice documents, including the Annual Development Plan and sharing these regularly with the appropriate members of staff, providing guidance to staff where the need arises
* Promoting and marketing the School to both current and prospective parents including giving tours to prospective parents and assessing pupils so that the Junior school continues to exceed targets for pupil recruitment
* Pro-actively developing links between the Junior and Senior School in order to facilitate pupil progression
* Inducting new staff into the School and acting as a point of contact for new members of staff so that they quickly settle in and pass their probationary year
* Communicating with Junior School staff to ensure ongoing school improvement in line with the Annual Development Plan, documenting developments within the Self Evaluation Form and monitoring to ensure targets are met
* Coordinating Governors visits to the Junior School so that they receive a positive image of the School
* As an active member of the School Leadership Team (SLT), Junior Leadership Team (JLT), proposing items for discussion and ensuring full implementation of all agreed actions
* Monitoring and reviewing the Parent and Staff Handbooks on an annual basis
* Assisting in the recruitment process of staff, including formulating job descriptions, tours, interviews and lesson observations
* Display correct staff identification at all times whilst on site
* Attend training and staff INSET sessions organised by the School to provide a consistent approach across the entire school staff population
* Attend Royal Russell Day and Open Day
* Adhere at all times to Health and Safety legislation, and all departmental policies and procedures, to ensure their own safety and that of colleagues, pupils and visitors
* Carry out any other reasonable duties as requested by the Headmaster or members of the Senior Management Team.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job-holder’s actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job. This job description is additional to that of a class teacher at Royal Russell School.

**Date: June 2017**