

# ROYAL ALEXANDRA AND ALBERT SCHOOL



## JOB DESCRIPTION

<b>Post Title:</b>	Head of Junior Department (years 3-6)
<b>Scale:</b>	Assistant Head Leadership Scale L12-L16 (£52,729 - £58,166 for 17-18)
<b>Responsible to:</b>	Head
<b>Start date:</b>	September 2018

### The Role

The Head of Junior Department will:

- Be responsible for leading the provision in years 3-6 to secure outstanding student outcomes, including key stage 2 assessments, and for developing a first class curriculum which meets student needs and prepares them well for senior school, and for life.
- Work with the Head of Junior Boarding to ensure that the pupils have an excellent and enriched experience whilst in the school as boarder or flexi-boarder, that the best behaviour is supported and that the welfare and well-being of the pupils is safeguarded.
- Be responsible for ensuring the smooth running of the Junior Department and its day to day management, including the resources and facilities of the Junior Department.
- Be expected to teach, albeit on a greatly reduced timetable. The PPA provision for junior staff teachers is covered by specialist senior school teachers, often providing lessons in the secondary school specialist rooms, such as Science, Technology, PE, Art and Drama. The teaching time from the Head of Junior Department will therefore be used to provide additional remission for roles such as Deputy Head of Junior Department, SEN lead and Literacy and Numeracy Coordinators within the Junior Department.

### Key Responsibilities

- Promote the vision, ethos and aims of the Royal Alexandra and Albert School, as a member of the whole school Senior Leadership Team
- Support the priorities established in the School Development Plan

- Evaluate all aspects of provision of the Junior Department and produce annually a well-focussed development plan for the Junior Department that supports excellent provision.
- Maintain a productive, disciplined and nurturing learning environment
- Contribute to decision making and policy development across the school
- Manage the resources and facilities of the Junior Department
- Keep abreast of developments in education, particularly in KS2, to ensure that the Junior Department curriculum and provision is in line with best practice
- Act as a point of contact for information about all children in the Junior Department and meet with parents as required
- Liaise with the Deputy Head (Pastoral & Boarding), Assistant Head (Behaviour Management) and the Head of Junior Boarding to ensure the pupils and staff are well supported for the discipline and pastoral care of the Junior pupils
- Liaise with the Enhanced Learning Team (Inclusion) to ensure all pupils are provided for to support outstanding progress.
- Provide accurate information on all aspects of the Junior Department to the Head as required

### **Staff Management**

- Lead the team of Junior Department class teachers and assistants, acting as direct line manager for all Junior Department teaching staff and supporting teachers
- Monitor, assess and develop the roles of the class teachers
- Ensure that school policies are carried out consistently within the junior department
- Support the professional development of teachers in the Junior Department
- Working with the Deputy Head of Junior Department to organise duties and rotas for the junior team
- To liaise with the Deputy Head (Academic) regarding the Continuous Professional Development (CPD) Programme and ensure staff undertake appropriate training and development opportunities
- To take part in the school's annual performance management programme and to appraise the performance of teachers in the Junior Department
- Working with the Head to recruit, deploy and develop teaching and support staff within the Junior Department effectively to maintain and improve the quality of education provided
- Oversee the induction of new staff in the Junior Department

### **Teaching & Learning**

- Ensure the education provided within each year group is consistent across the individual classes and that there is smooth transition between year groups

- Assess teaching and learning and lead staff to ensure the provision supports outstanding outcomes
- Ensure that the Subject Co-ordinators successfully lead and support teaching and learning across years 3-6
- To set and achieve the highest standards of attainment possible for each child, and the Junior Department as a whole
- To arrange educational visits; both day and, on occasion, residential visits.

## **Curriculum**

- Provide and deliver a broad, balanced and stimulating curriculum in line with the Royal Alexandra & Albert School ethos and with regard to the National Curriculum
- Monitor and oversee the implementation of programmes of study, ensuring that departmental structures and practice are effective and accountable.
- Advise Subject Co-ordinators on the skill levels of Junior Department pupils to inform appropriate programmes of work
- Advise Subject Co-ordinators on the requirements of the KS2 SATs to ensure that the curriculum meets these requirements
- Working with the Deputy Head of Junior Department to ensure the creation of the Junior Department timetable so that it is broad, enriching and challenging
- With the PHSE co-ordinator, oversee the delivery of an appropriate PSHE programme across the Junior Department
- Ensure that cross-curricular planning takes place, is effective and is implemented successfully to ensure that the curriculum aligns across all subjects
- Monitor the effectiveness of planning and delivery of curriculum in collaboration of the subject co-ordinators
- Ensure that SMSC policy is integrated into the curriculum and other activities.

## **Assessment**

- Ensure that all assessments are carried out effectively and recorded according to school policy
- Liaise with the Assessment Coordinator, oversee assessments and evaluate the results, liaising closely with colleagues and making appropriate curriculum changes to support outstanding progress
- Track the progress of individual children and the cohort in order to inform the planning and teaching across all classes in the Junior Department, ensuring that interventions are put in place and monitored and evaluated
- Ensure that disadvantaged pupils are appropriately tracked and that their progress is supported, working with the ELT department on the use of pupil premium money, and other opportunities to positively impact their progress

- Liaise with the ELT department about learning needs and ensure that the Junior Department follows-up to support interventions and progress

### **Pastoral & Behaviour**

- Maintain good order and discipline amongst pupils, safeguarding their health and well-being, taking responsibility for the behaviour of the pupils, not just within lesson times but at all times during the school day
- Work closely with the Head of Junior Boarding to ensure good continuity of care between school and boarding, and that behaviour and pastoral management of the two work well together
- Monitor the systems of behaviour management and rewards to ensure they are being operated consistently across year groups and evaluate the systems, making recommendations for improvement
- Address behaviour issues, identifying more serious issues and escalating these to the Head as necessary
- Monitor student absences and refer children if necessary
- Keep the Head fully informed about the welfare and progress of students
- Support class teachers in dealing with general enquiries from parents
- Organise and contribute to departmental and whole school assemblies which provide a focus for the spiritual and moral life of the school community
- Oversee the delivery of assemblies including the organisation of visitors and presentation of awards
- Arrange and promote activities within the year groups, including trips and charity work

### **Communications & Events**

- Chair Junior Department meetings, organise year group meetings, and attend regular staff and SLT meetings
- Foster and develop professional relationships with parents to ensure an effective dialogue and partnership is established, and to participate in school functions which enhance the community life of the school
- Report to parents regularly on their child's progress and to keep them appropriately informed about the curriculum, co-ordinating and monitoring the quality of written reports
- Arrange and record meetings with Junior Department parents where there are issues of concern, ensuring that colleagues are aware of these matters and that responses are professional, sensitive and appropriate
- Ensure that parents' evenings are well organised, run smoothly and that reasonable alternative arrangements are made for parents unable to attend
- Ensure that any concerts or productions involving the children in the relevant year groups are well managed and well communicated to support parent attendance

- Ensure that special events are coordinated in consultation with the Deputy Head co-curricular and SLT, and that these are clearly communicated to those concerned
- Ensuring the effective organisation of the Junior Department section of the Open Day events
- Working with the Head of Junior Boarding on Organising the Induction and Moving-Up events for pupils joining the school, and their parents

## Other

- To assist in the recruitment and selection of pupils for the Junior Department in conjunction with the Head, Head of Junior Boarding and Admissions Department
- To support the Head in meeting prospective parents on visiting days, particularly for the Junior Department
- Perform additional duties and tasks required for the effective operation of the school in the role as member of the Senior Leadership Team directed by the Head

## Person Specification: Head of Junior Department

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Good Honours Degree</li> <li>• Recognised Teaching Qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Additional qualifications/training</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of successfully managing staff across a whole KS2 setting</li> <li>• Recent experience of leading an aspect of provision in a KS2 setting</li> <li>• Detailed knowledge and understanding of the KS2 national curriculum and key stage SATs</li> <li>• Successful experience of monitoring and evaluating work within education</li> <li>• Experience of supporting other staff to enhance teaching and learning</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of coaching and mentoring other staff</li> <li>• An understanding and a sympathy for the ethos, opportunities and challenges of a boarding school for KS2</li> <li>• Experience of working with a secondary school, with shared resources, to the benefit of KS2 education.</li> </ul>

	<ul style="list-style-type: none"> <li>• Proven track record of supporting excellent outcomes at key stage 2</li> </ul>	
Leadership and management	<ul style="list-style-type: none"> <li>• Commitment to leading the Junior Department to excel at providing a holistic education for boarders and flexi-boarders</li> <li>• Effective team worker and leader</li> <li>• High expectations for accountability and consistency</li> <li>• High expectations of self and others</li> <li>• Ability to create and lead departmental development</li> <li>• Ability to manage change</li> <li>• Ability to enable others to achieve success</li> </ul>	
Teaching and Learning	<ul style="list-style-type: none"> <li>• Excellent classroom practitioner with understanding of high quality teaching and learning</li> <li>• Knowledge of the curriculum reforms and recent subject developments</li> <li>• Good communication, planning and organisational skills</li> <li>• Commitment to regular and on-going professional development</li> </ul>	
Personal	<ul style="list-style-type: none"> <li>• Hardworking</li> <li>• Enthusiastic</li> <li>• Resilient</li> <li>• Ability to inspire and lead others</li> <li>• Personable and approachable for pupils and parents</li> <li>• Good sense of humour</li> </ul>	<ul style="list-style-type: none"> <li>• A willingness to contribute to the wider life of the school in the co-curriculum</li> </ul>

The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check.