



Durston House

Head of Junior School – Job Description

Job Title: Head of Junior School
Line Manager: Deputy Head

Introduction

The Head of Junior School is a member of the Senior Management Team (SMT), assisting the Headmaster and the Deputy Head in the leadership and management of the school. The Head of Junior School carries out any tasks, as could reasonably be expected, as directed by the Deputy Head, on behalf of the Headmaster.

As a member of SMT, he/she takes part in the strategic and policy development of the school; the day-to-day operation of the school; leadership and management of pupils; the selection of staff; the leadership and management of staff, including morale, discipline and appraisal; and the professional development of staff.

The Head of Junior School is accountable to the Headmaster for the leadership of staff and pupils, as well as the day-to-day operation of the Junior School.

The Head of Junior School teaches a part-timetable.

The Head of Junior School supports and promotes the policies and procedures held in the Staff Handbook and the School Handbook, including the Durston House Safeguarding Policy and other policies that promote the welfare and care of pupils.

The Head of Junior School complies with the school's Data Protection Policy – Implementation by School and Staff, as well as its Privacy Notice, contained and referenced in the Staff Handbook.

The term 'staff' in this job description refers to the Teaching Staff, Teaching Assistants, School Office staff, School Assistants, Gap Students, Librarian, After-School Care staff and Lunchtime Assistants.

Specific Responsibilities as the Head of Junior School

- Administer the day-to-day operation of pupils and staff in Junior School
 - Implement and monitor the daily routine and timetable
 - Monitor the professional work of staff and ensure it is carried out according to the policies and procedures of the school
 - Oversee the work of the Junior School Office, in liaison with other offices in the school
 - Plan for medium and long-term activities, Outings, events and visitors
 - Chair Junior School Meetings
 - Communicate with parents about day-to-day issues and arrangements

- Oversee the review, development and implementation of the curriculum in Junior School
 - Maintain up-to-date knowledge of the curriculum across the range of subjects
 - Maintain up-to-date knowledge of broad curricular issues
 - Develop the use of ICT and the Virtual Learning Environment (VLE) as a cross-curricular tool for learning, across the range of subjects
 - Monitor planning, delivery of the curriculum, assessment, recording and analysis of pupil progress
 - Supervise the Subject Co-ordinators in Junior School
 - Co-ordinate tests and examinations
 - Assist in the preparation of the Junior School timetable
 - Promote and monitor the academic policies of the school
 - Promote an active learning environment, with particular regard to excellent all-round teaching practice
 - Liaise with Heads of Department
 - Liaise with the Director of Studies, the Head of Complementary Curriculum and the Head of Pre-Prep

- Oversee Pastoral Care of the pupils in Junior School
 - Oversee and promote the academic, physical, emotional, spiritual, moral and cultural development of pupils
 - Promote the Behaviour Policy, the Behaviour Code and other policies that affect the personal development of pupils
 - Monitor the behaviour of pupils
 - Administer the system of Rewards and Sanctions in relation to pupil behaviour

- Oversee Learning Throughout Junior School
 - Monitor and evaluate the learning outcomes of pupils: assessment of learning (on-going assessment, examinations, standardised tests), written work and practical work
 - Observe pupils in their learning
 - Administer the system of Rewards and Sanctions in relation to pupil work
 - Promote the Work Policy and the Work Code
 - Oversee and monitor the provision and quality of prep

- Oversee Teaching Throughout Junior School
 - Set an example as a professional, skilled, effective teacher
 - Advise teachers about best practice
 - Maintain up-to-date-knowledge of teaching methodology and practice
 - Observe teaching in Junior School and throughout the whole school
 - Monitor and Evaluate marking and feedback to pupils

- Liaise with Parents About Pupil Personal Development and Academic Progress
 - Oversee and monitor communication with parents by teachers and Form Teachers regarding personal development, academic progress and performance

- Communicate with parents directly about individual pupils, to ease concerns and confront issues that impede progress
- Oversee Parents Evenings for Junior School
- Fulfil the role of a Subject Co-ordinator (where necessary)
- Produce and direct the Junior School Production
- Plan, organise and lead the Year 4 Trip during Trips Week
- Manage Budgets
 - Junior School
 - Junior School Production
- Assume the role of Fire Officer in Junior School
 - Oversee Fire Safety procedures in liaison with the Health and Safety Officer
 - Oversee the evacuation of Junior School in the event of an emergency
 - Organise, monitor and evaluate fire drills
- Oversee and host the Junior School Sports Day and the Junior School Prize-giving Ceremony

Specific Responsibilities as a Member of the Senior Management Team (SMT)

- Leadership and Management
 - Assist the Headmaster and Deputy Head in leading and managing the pupils and staff in the school
 - Promote and support a whole school ethos
 - Contribute to the discussion of management issues and decisions taken about them
 - Adhere to the collegiality and confidentiality of the SMT
 - Report to SMT about the operation of Junior School, including its teaching and learning
 - Check Interim and Final Reports to parents, as directed
 - Maintain an exemplary, high standard of professionalism
- Attendance at Meetings
 - Attend SMT Leadership Meetings
 - Attend SMT Quintet Meetings
 - Attend extraordinary SMT Meetings when required
- Policy Development
 - Support and promote the policies of the school
 - Assist in the development of whole-school policies and procedures
 - Review, amend and/or develop policies and procedures pertaining to the life of Junior School and Continued Professional Development of staff
- Recruitment and Selection of Staff
 - Take part in the recruitment and selection of teaching staff, and non-teaching staff, where appropriate, according to the school's procedures
- Induction
 - Induct and support new members of staff, including Newly Qualified Teachers (NQTs)
 - Mentor NQTs in their probationary year, as and when necessary

- Marketing
 - Assist in the marketing of the school
- Appraisal
 - Appraise teachers, teaching assistants and school assistants, as part of a team of Appraisers
- Parents Evenings
 - Assist in hosting Informal and Formal Parents Evenings
- Assemblies
 - Lead regular Assemblies as and when required
 - Lead Final Assembly at the end of the Autumn Term
- Assist in the planning and organising of whole-school events
 - Carol Service
 - School Concert
 - Prize Days
 - Sports Days

Duties as a Teacher

- Teach a part-timetable (not subject specific) to Year 4
- Devote sufficient time in and out of formal school hours for preparation, assessment and administration
- Follow the Schemes of Work in the planning and delivery of the curriculum
- Set and mark homework
- Set and mark assessments and examinations
- Follow the school's Marking and Presentation Policies
- Prepare feedback to parents about pupil progress, to be given at Parents Evenings
- Write reports according to the school's Reporting Policy
- Liaise with parents and other staff where appropriate

Duties as a Form Teacher (where appropriate)

- Be the first point of contact for pupils and parents
- Liaise with parents and other staff where appropriate
- Be responsible in the first instance for the general welfare of the pupils in that form
- Be responsible for overseeing a pupil's academic and social progress in school that year

- Help the form to develop a collective spirit of loyalty, trust and support
- Register the form twice daily
- Disseminate any information or correspondence to pupils
- Prepare feedback to parents about pupil progress, to be given at Parents Evenings
- Read and check the form's school reports and write a general, Form Report for these pupils, according to the school's Reporting Policy
- Maintain an ordered, attractive Form Room in which the pupils can take pride, as their base
- Prepare a Form Assembly annually
- Liaise closely with the Deputy Head, Director of Studies and Head of Complementary Curriculum

Other General School Duties

- Accept responsibility for the welfare and care of pupils, at any time
- Cover classes for absent colleagues as directed
- Undertake break and supervisory duties
- Attend staff meetings, parent meetings and other meetings, within or outside normal school hours, according to the Meetings Schedule
- Attend all Staff Study Days, according to Term Dates for Staff and the Meetings Schedule
- Attend major school events, such as the Carol Service and School Concert, outside normal school hours
- Attend school Outings and Trips as directed
- Offer at least one after school extra-curricular activity per term