



**KELVINSIDE  
ACADEMY** 1878

**Head of Junior School**



## Background

Kelvinside Academy is an independent, all-through, co-educational day school of some 640 pupils (3-18) in the West End of Glasgow. Small classes ensure a firm focus on personalised education and meeting individual needs. The all-round development of each boy and girl lies at the heart of our ethos. We work closely with parents to ensure an educational environment which is stimulating, engaging, challenging, disciplined and happy.

The three stages of Kelvinside Academy, Nursery, Junior School and Senior School are all distinctive yet very much part of a cohesive whole. We aspire to see our pupils progress through different stages in a manner that is coherent, measured and, as far as is practicable, seamless.



Our Nursery provides the majority of the intake into Junior 1. In Junior School itself there are two classes in each year from Junior 1 to Junior 6. Whilst each class obviously has its own class teacher, there is teaching input also at different stages from Senior School specialist teachers in PE, Modern Languages, Music and Art. The Senior Prep (P7) class is part of Senior School.

In addition to the Head there are 11 teachers on the staff of the Junior School, 4 of whom are part time. There is also a Junior School Secretary and a number of Classroom Assistants. Of the 11 teachers, 3 are in promoted posts; Senior Teacher, Upper Primary, Senior Teacher, Early Years-Transition, and Senior Teacher, J2-J3. These teachers have responsibility for links below to Nursery and above to Senior Prep/Senior School. These individuals are given time out of the classroom to discharge their roles, through the use of one of the part-time teachers.

The current Head of Junior School has no formal teaching commitment, but chooses to be involved in various teaching roles – both curricular and extra curricular. The Nursery is run by the Head of Nursery who is answerable to the Head of Junior School. The Head of Junior School meets formally with the Rector every week but there are informal contacts throughout the week. The Head of Junior School has responsibility for the After School Club (the after school care service), and supervise the operational management of Craigholme Junior School and Nursery on the Southside. In addition, there will also be an input into educational operations at the KA Green Forest Nursery in Milngavie, which has its own management team.

With a growing role and ambitious strategic development agenda, KA is becoming known a key innovator in Scottish education. This post represents an excellent opportunity for a deeply committed and dynamic individual to play their part in the future development of Kelvinside Academy.

### **Role**

The role of the Head of the Junior School is to nurture children to thrive within a caring community. Leading a dedicated staff, the Head will be responsible for the day-to-day running and organisation of the Junior School and will work closely with the Rector and SLT colleagues to ensure that both schools are educationally and philosophically aligned. The Head of Junior School has particular responsibilities for the formulation of the policies of the Junior School and for ensuring the management, development and delivery of these policies. The Head of Junior School has the support of the Junior School Senior Management Team consisting of the Senior Teacher, Upper Primary; Senior Teacher, Early Years/Transition, and Senior Teacher, J2-J3.



Each member of the Team has well defined responsibilities in the day-to-day affairs of the Junior School and a more general contribution to make to its management and ethos.

### **Responsibilities**

- To assist the Rector in all matters affecting school policy.
- To oversee the management and development of future planning for the Junior School and Craigholme School.
- To oversee the management and development of the curriculum in accordance with the policies of the school.
- In association with the Rector, to oversee the admissions procedure for the Junior School.
- To carry out staff development and manage the professional review and development system in the Junior School.
- To oversee the selection and appointment of the staff of the Junior School.
- To manage and deploy the staff of the Junior School.
- To make appropriate arrangements, in partnership with the Bursar, for the management of Junior School finances and other resources.
- To hold regular meetings to discuss features of the Junior School's curriculum, aims and organisation and the overall care of the pupils.
- To delegate specific tasks, or areas of responsibility, to appropriate members of staff. To ensure the progress of the pupils of the Junior School is monitored and recorded. To attend and chair meetings when necessary.
- To foster good relations with the parent body and the school community in general. To be aware of all major disciplinary matters and to take responsibility for the conduct of the Junior School.
- To advise on all pertinent matters relating to the construction of the Junior School timetable and to ensure its effective and efficient delivery.
- To be the Junior School member of staff with overall responsibility for Junior School and Senior School liaison.

## Responsibility breakdown

### Pupils

- To be responsible for the welfare and safety of the pupils in the Junior School working closely with the Junior School Senior Management Team and other members of staff.
- To get to know the pupils in the Junior School well.
- To set appropriately high expectations for the pupils, to monitor the progress which they are making and the written reports which they receive.
- To have a responsibility for the discipline of the pupils.
- To lead assemblies for the pupils.
- To help oversee all residential visits and day visits which the pupils may make.

### Parents

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- To involve parents in the work and planning of the Junior School, where appropriate. To communicate effectively the Junior School's successes and challenges and to present a positive image of the Junior School, its staff and pupils.
- To ensure that parents' meetings take place and to oversee all communications to parents.
- To host the many gatherings which involve the life of the Junior School.
- To be responsible for instilling in parents a high level of confidence in the caring and professional commitment of the staff and the high quality of the education of pupils in the Junior School.



### Admissions and Marketing

- To ensure an effective system of reporting to parents on their child's progress.
- To assist with the marketing and promotion of the school in association with the Director of Admissions and Communications.
- To be responsible for the admission of all new pupils and to oversee the admissions procedure.
- To be a key point of contact with all prospective parents.
- To take a leading role in Open Days and other public events.
- To facilitate tours of the Junior School.

### Policies

- To work with the Junior School Senior Management Team to ensure that the Junior School has well documented policies on all necessary areas, curricular and otherwise.
- To make these policies known and readily available to all staff.
- To facilitate the dissemination of all relevant information from external agencies to the appropriate member or members of staff.
- To initiate papers, where appropriate for discussions at Governor, Junior School Senior Management Team, Senior Leadership Team and other staff team meetings.



### Management

- To ensure that all members of the academic staff in the Junior School have full and appropriate job descriptions.
- To liaise with the Assistant Rector, in relation to the timetable in so far as it affects the Junior School.
- To chair the Junior School Senior Management Team and other Junior School meetings.
- To ensure that the Junior School has a development plan.
- To have overall responsibility, in partnership with the Rector and the Bursar, for the requirement of resources in the Junior School and to ensure their effective management.
- To involve the Junior School Senior Management Team in policy decision making and to ensure the involvement of teachers and where appropriate, others in curriculum planning and School organisation.

### Staff

- To be responsible for the appointment of all new staff in the Junior School.
- To take responsibility for the deployment of all staff employed at the Junior School. To be responsible for and contribute to the induction of all new staff, including the administration of GTCS registration for probationary staff.
- To set high expectations for the staff.
- To Chair meetings of the staff.
- To administer and play a leading part in the staff review system of the Junior School, including the CPD needs of staff.
- To support staff and promote a professional, happy atmosphere in general.



### Beyond the Junior School

- To represent the Junior School by attending internal and external meetings where necessary, including SCIS.
- To attend the weekly Senior Leadership Team meeting.
- To meet regularly, both formally and informally, with the Rector, SLT colleagues including the Bursar to discuss policy matters.
- To attend all meetings of the Board of Governors' Education Committee

The remuneration package will reflect the skills and experience of the successful candidate.

The post is tenable from 6 January 2020 with flexibility for notice periods if necessary. A completed application form, available from the School's website, should be sent to the Rector, Mr D J Wyatt, by noon on Wednesday 13 November 2019. Interviews will be held at school during week commencing 18 November 2019.

33 Kirklee Road, Glasgow G12 0SW  
Telephone: 0141 357 3376 Fax: 0141 357 5401  
Email: [rector@kelvinside.org](mailto:rector@kelvinside.org)

*Applicants should be registered or eligible for registration with the GTCS; the successful candidate will undertake a PVG check through Disclosure Scotland.*

