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**Head of Upper School**

**Job Description**

The Head of Upper School works with the Head, Deputy Heads, other members of the Senior Leadership Team, Governors and Directors to promote the progress and good reputation of the school. The specific responsibilities of the post are:

**As a member of the Senior Leadership Team:**

* Support and advise the Head regarding the overall leadership of the School
* Act under the direction and guidance of the Head and in accordance with the School’s agreed priorities
* Develop and demonstrate the highest possible standards of communication and sharing of information
* Act as a loyal ‘sounding board’ and ‘critical friend’ to the Head
* Be a member of and contribute to the effectiveness of the School’s Senior Leadership Team (SLT)
* Be a role model for all RPPS staff and seek always to enhance the reputation of RPPS senior leadership
* To be involved with the recruitment of new staff as and when required.
* To assist the Head of CPD with the smooth induction of new members of staff to the Upper School
* Fulfil other reasonable duties as directed by the Head

**School values, performance and relationships**

* Contribute to and support the School’s vision, values and high aspirations, with a relentless focus on pupils’ achievement and personal development
* Support and contribute to the effective professional development of staff and to appraise staff identified by the Head and Head of CPD
* Inspire and motivate pupils to achieve their full potential
* Contribute to the management of pupil behaviour and the creation of an effective climate for learning
* Support the running of an equitable and inclusive School in which each individual matters and all pupils are safe
* To liaise with the Head of PSHEE and Citizenship on issues linked to PSHE, including the promotion of British values within the Upper School.
* Value and maintain excellent relationships with pupils’ parents and carers, being available to and engage with them readily, in line with the School’s ‘Open Door’ Policy
* Support and engage in the effective promotion of RPPS, maintaining and developing valuable external links
* Enhance the reputation of the school with external communities such as nurseries, local prep schools and senior schools

**Communication and teamwork**

* Attend and contribute to all SLT meetings
* Promote and attend functions and events as a member of the Senior Leadership Team as required
* Share aftercare backup and other duties
* To undertake shared responsibility for leadership throughout the school as a member of the Senior Leadership Team and to carry out any duties that may arise to assist in the overall management of the school.
* Be involved in Open Morning as required
* To be responsible for the quality of written reports.

**Personal and professional standards**

* Maintain and model the highest professional and personal standards and lead by example in the school
* Demonstrate a commitment to and engage in one’s own continuing professional development under the guidance of the Head
* Meet regularly with the Head to discuss school and personal performance and development
* Undertake a teaching workload as determined by the Head and considered reasonable given the other duties of this role

**As Head of Upper School:**

* Contribute to the School self-evaluation and development planning with particular emphasis on matters concerning the Upper School
* Contribute to the monitoring cycle, including conducting work scrutiny, learning and listening walks and lesson observations
* Motivate and influence staff to ensure best practice is embedded in the work of the Upper School
* Ensure that classroom and corridor displays within the Upper School reflect and encourage positive attitudes towards Teaching and Learning, and that they are changed each half term.
* Stimulate and support the effective development of teaching teams and positive team working in the Upper School
* In conjunction with the Head of CPD and in line with the School’s identified priorities, develop the leadership capacity of staff, through targeted professional development, mentoring and peer support
* Promote engagement with parents, guardians and carers to improve pupil learning outcomes
* Keep up to date with statutory regulations and requirements for Inspection, ensuring that all policies that relate to the Upper School are compliant, and regularly updated, to reflect DfE and ISI inspection requirements

**Pastoral care and safeguarding**

* To be the School’s Designated Safeguarding Lead (DSL) and eSafety officer
* To help foster an ethos which promotes and secures high standards of achievement through effective pastoral care and behaviour management throughout the Upper School
* To lead, support and advise all staff on pastoral issues in the Upper School.
* To take initial responsibility (after subject and class teachers) in dealing with pupil discipline and other problems, as well as meeting and communicating with parents and having recourse to the Deputy Head and Head as required.
* To lead, monitor and evaluate the Behaviour Policy, including the administration of Rewards and Sanctions in the Upper School and liaise with the Head of Lower School to ensure consistency of approach
* To track and record serious behaviour and instances of bullying in the Upper School, to identify patterns in behaviour and be proactive in their management.
* To organise and monitor the Time Lost sanctions including contacting parents where a pupil has persistently been given time lost
* To oversee the wellbeing of Upper School staff and pupils
* To advise Upper School staff (including teaching assistants) with regards to effective behaviour management.
* To lead and organise assemblies to promote and tackle issues surrounding pastoral care and well-being
* To ensure the safety and smooth running of the Upper School playground, including the facilities and equipment
* To liaise with the Head of Lower School and other relevant staff to ensure the smooth transition of pupils from Lower to Upper School in accordance with the School’s Transition Policy
* To take the appropriate action in respect of pupil attendance (absence and lateness) and to keep the Head informed.

**Management and administration**

* To hold Upper School Section meetings with a published agenda and action points, to include organisational and pastoral matters, and to feedback matters of importance to the Senior Leadership Team.
* Establish and implement appropriate policies and frameworks for quality assurance and quality improvement across the School, in consultation with staff at all levels
* To organise Upper School events, such as the Carol Concert, Prize Evening, Move-up morning and special assemblies and productions, and ensure that these events are included in the termly School Calendar.
* To liaise with the Deputy Head about planning the Upper School timetable.
* To organise the Upper School assembly rota.
* To manage the budget for Upper School, Playground and Upper School Productions and oversee the ordering of resources and equipment.
* To support the Headmaster and Registrar with admissions and pupil recruitment and to interview prospective pupils to ensure a full pupil roll within the Upper School
* To book any outside venues for Upper School events (POSK, St Paul’s Church)
* To work closely with the Head of Music on the organisation of Upper School musical events, such as the Spring Soiree, Autumn Concert.
* To work with the Deputy Head to oversee the Post 11+ curriculum and any changes to timetables.
* To oversee and organise the Year 6 production including liaising with the Year 6 teacher team and with any outside drama providers.
* To take responsibility for the Prefects and their role within the school.
* Liaise with Head of EVC and Deputy Head to organise staffing for residential trips
* Liaise with residential centres (Moorland Hall/Sayers Croft) to organise residential trips.
* To proofread any Upper School related letters for Pupil Post.
* To oversee the Upper School awards and commendations.
* Write references for occasional pupil leavers (Years 3 to 5).
* Organise Year 6 Lecture Week
* Organise and plan the activities for the week for those not attending Ski Week
* Organise and oversee the Year 6 children walking to and from school alone in the Summer Term.
* Liaise with The Friends to organise the Year 6 leavers book.

The duties outlined in this job description are in addition to those covered by the latest 'Contract of Employment (Teachers)' under 'Duties and Hours of Work' and 'Appendix - General Professional Duties'. It may be modified by the Head, with your agreement, to reflect or anticipate changes in the job.

Date: December 2018

Date of next review: December 2019