KNIGHTSBRIDGE
SCHOOL

Head of Juniors
Recruitment Specification

The Context:

Knightsbridge School, established in 2007 educates 400 children between the ages of 3 and 13. We bring a fresh approach to prep school education, combining academic rigour with our KS Code in a warm, friendly environment.

This role is on our Senior Management Team, reporting to the Head. Other members of the SMT include Deputy Head Academic, Head of EYFS, Head of Seniors, Head of Learning Support and the Designated Safeguarding Lead.

Key Responsibilities in The Junior Section:

- **Staff Management:** Manage staff team consisting currently of 12 Teachers, 12 Teaching Assistants and Trainee Teachers to include: Recruitment, Induction, Monitoring, Performance Management.
- **Teaching & Learning:** Oversee and improve the quality of teaching and learning in the Junior School, liaising with subject co-ordinators and teach a reduced timetable (approximately 30%).
- **Curriculum:** Ensure the promotion of a broad balanced curriculum, monitor and oversee the implementation of programmes of study, the effectiveness of the planning and delivery of the curriculum. Oversee off-site activities in relation to quality and safety.
- **Assessment:** Track the progress of pupils in the school through appropriate use of internal assessment, evaluating and acting on the results in liaison with the Learning Support team. Take responsibility for pupils entry.
- **Pastoral and Behavioural:** Manage the rewards and sanctions, acting as a source of advice and support for staff on the management of issues of concern.
- **Communication and Events:** Develop the school's relationships with the parent body through informal and formal two-way dialogue and reporting systems. Oversee the organisation of junior school productions and other events
- **Leadership:** Lead by example, acting as an advocate for the junior school while in the best interests of the whole school. Represent the school at external events. Uphold Safeguarding and other policies, ensuring that they are applied consistently across the Junior School. Contribute to and support the priorities of the School Development Plan and SEF.

Some members of the SMT assume a whole-school responsibility. There is the potential to include the responsibilities of Pastoral Lead in this role depending on the interest of the candidate and other school priorities.

Key Attributes

The successful candidate will:

- Uphold and exemplify the KS Code
- Be degree educated and a qualified teacher
- Be an experienced teacher, having taught in at least two year groups
- Have prep school experience including entry/exit at 7+ and 8+
- Have leadership experience, in terms of managing others, developing curriculum and managing pastoral issues.
- Be confident and competent at liaising and working collaboratively with colleagues, parents and external bodies, including giving presentations.
- Have strong organisation skills
- Have excellent written and spoken English
- Be skilled and comfortable, multi-tasking in a busy, and sometimes unconventional environment
- Be a proven team player
- Be committed to the safeguarding of children.

Timescales:

Closing date: 5pm on Thursday 25 January – but please don't wait until the deadline
First Interviews: Thursday 1st February 2018
Second Interviews: Thursday 8th February 2018

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