



# Barrow Hills

## SCHOOL

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### Job Description - Head of Key Stage 2 (Years 3 to 6)

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#### **Overall Purpose**

To lead and manage the department, ensuring coherent and well-balanced academic and pastoral programmes and procedures are offered throughout the Key Stage for pupils of all abilities, with high performing and motivated staff.

Reporting to: The Head

Location: Barrow Hills School

Direct reports: KS 2 Teachers and Teaching Assistants

Hours of work: Full Time

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This description is in addition to the Teacher's job description. An agreed period of non-contact time will be allocated for the relevant duties in addition to that of a Teacher. This will be reviewed annually.

#### **Head of Department**

- ◆ There is an implicit responsibility for promoting and safeguarding the welfare of all children at Barrow Hills School and as such the post holder will be a Deputy DSL for the whole school. (If required, appropriate training will be provided by the school to ensure that the post holder is fully qualified to undertake this role.)
- ◆ This full-time role may include responsibility for a class/year group.
- ◆ The Head of Department is expected to contribute to the aims and objectives of the whole school through active participation as a member of the SMT.
- ◆ As a manager, the Head of Department will strive to:
  - i. Encourage and act on suggestions from the Department and accept, and act on criticism;
  - ii. To be innovative and flexible, seeking continuing improvement and be prepared to challenge existing approaches through making well thought through alternative suggestions;
  - iii. To be accessible, approachable, positive and encouraging to all employees;

- iv. Delegate appropriate responsibility and/or accountability to employees and provide support as required to avoid failure and achieve success;
  - v. Encourage formulation of ideas and suggestions for improvement and take ownership in delivering these;
  - vi. Talk to and listen to employees to understand their strengths, areas for development and aspirations and involve them in an inclusive way;
  - vii. Manage performance of employees in a fair and equitable way using a coaching/mentoring style and give appropriate positive and constructive feedback. (Note appraisal policy.);
  - viii. Support and encourage self-development of the team and the individuals in it;
  - ix. Be able to admit mistakes and be supportive of employees who make mistakes to encourage a “no blame culture”;
  - x. Act as a role model of good practice.
- ◆ In order to be an effective manager, the Head of Department should have knowledge:
- i. Of the school structure;
  - ii. Of legislative and other applicable policies and procedures. (Refer to statutory and ISI guidelines and policies in the Staff Employment Handbook.);
  - iii. Of how to set individual performance and development objectives;
  - iv. Of how to coach, mentor and develop people to realise the potential of individuals in the team and the team as a whole;
  - v. Of how to run meetings and manage teams in the most effective way;
  - vi. Of the Key Stage 1 curriculum and pre-prep practice to aid transition into Key Stage 2 and be aware of the 11+ assessments and transition arrangements that Year 6 children will undertake in preparation for their chosen senior school.
- ◆ In order to be an effective manager, the Head of Department should have the skills to:
- i. Apply the knowledge required;
  - ii. Manage their time effectively;
  - iii. Acquire “people and self-management techniques” in order to fulfil their role.
- ◆ The Head of Department will oversee the targets for the department in line with whole school policies as determined by the SMT and endorsed by the governors.

### **Departmental Responsibilities**

- ◆ Ensure that the department reflects the values expected within a Christian school.
- ◆ Ensure that all procedures within the department comply with the school's policies.
- ◆ Advise the Head on the recruitment and retention of staff and also pupils.
- ◆ Promote the department with current parents, prospective parents and the wider community.
- ◆ Ensure that an appropriate curriculum is planned and implemented effectively to meet the needs of all pupils within the department.
- ◆ Ensure that all members of the department are given a performance management review in line with the Appraisal Policy.
- ◆ Ensure there is effective liaison with parents concerning the welfare and academic progress of their child including following up referrals from teachers. This will include the distribution of Records of Conversation to Deputy Head, Head, Teacher, Head's Secretary and others as appropriate. Unresolved matters are handed over to the Deputy Head/Head. Child Protection issues are always referred directly to DSL immediately.
- ◆ To work with the SENDCo to ensure there is appropriate provision for SEND pupils within the department.
- ◆ Implement appropriate measures to evaluate (through, for example, performance management review, departmental meetings and lesson observation) the quality of teaching and learning in the department. Identify any staff development areas and provide support and guidance to enhance their performance.
- ◆ Be aware of any Health and Safety issues within the department and notify the Operations Manager of these.
- ◆ Keep up to date with any government changes and ensure any regulatory requirements are followed, including EYFS directives.
- ◆ Liaise with other members of the SMT to ensure continuity of approach and to provide background information on any relevant children. This includes ensuring members of the department attend the regular review meetings and the handover meetings.
- ◆ To hold regular departmental meetings and record minutes.
- ◆ Be prepared to stand in for the Head or Deputy Head if required.

### **Person Specification**

- ◆ The Department Head must demonstrate aspects of leadership such as:
  - i. Being a visible and respected 'ambassador' of Barrow Hills School;
  - ii. Being an excellent communicator;
  - iii. Being innovative and flexible to drive/respond to change and able to admit mistakes;
  - iv. Demonstrating Christian values and showing integrity;
  - v. Inspiring confidence, enthusiasm and motivation in Staff and Pupils;
  - vi. Being able to delegate appropriate responsibility and/or accountability;
  - vii. Acting as a 'role model' of good practice in areas of the role, including effective teaching;
  - viii. Paying high regard to safeguarding and well-being.

These are not exhaustive lists and they may be updated from time to time by the SMT, as necessary, to suit the role.

Signed by (post holder) ----- Date -----

Signed by (manager) ----- Date -----

*Any other duties may be expected as appropriate to the post holder's grading and ability. This post is subject to an annual performance review. This job description will be reviewed as appropriate in consultation with the post holder.*

May 2021