

JOB DESCRIPTION AND PERSON SPECIFICATION: Bohunt School, Liphook

Job details

Job title: Head of Lower School

Salary: Leadership Spine 10-14

Contract type: Full Time/Permanent

Reporting to: AHT Support/ Headteacher/ Head of School

Responsible for: Heads of House Lower, Tutors

Main purpose

The Head of Lower School, will play a lead role in:

- Ensuring effective pastoral care for all students
- Implementing policies to deliver these aims and objectives
- Managing staff and resources to deliver improved outcomes
- Monitoring progress towards the achievement of the School's aims and objectives

The Head of Lower School will also have a weekly timetabled teaching commitment.

You may also be required to undertake any of the duties delegated/ assigned by the Headteacher/ Head of School

Duties and responsibilities

Leadership

Under the direction of the Headteacher, Head of School or Assistant Headteacher:

- Support the Leadership Group in the day-to-day management of the lower school
- Communicate the school's vision compellingly and support the School's strategic leadership
- Lead by example, focusing on providing excellent education for all pupils
- Lead on particular whole-school strategies and policy areas
- Build positive relationships with members of the school community
- Keep up to date with developments in education
- Seek training and continuing professional development to meet own needs
- Undertake, where appropriate, additional tasks in order to fulfil this key accountability.
- Establish house identities for the 6 new house teams; fostering the ethos and culture for each house.

Managing staff

Under the direction of the Headteacher, Head of School or Assistant Headteacher:

- Performance manage middle leaders, including carrying out appraisals, providing professional development opportunities, and holding staff to account to their performance
- Create an ethos within which their direct reports are motivated and supported to develop their skills and knowledge
- Commit to their own professional development, proactively identifying development opportunities
- Manage the work of the Heads of House for lower school
- Undertake, where appropriate, additional tasks in order to fulfil this key accountability.

Modelling best practice for teachers

- Demonstrate excellent performance against parts one and two of the teacher's standards: teaching and personal and professional conduct
- Implement strategies and initiatives to share best practice with others in the school, developing confidence and skills in others
- Undertake, where appropriate, additional tasks in order to fulfil this key accountability.

Pupil Progress

- Ensure Heads of House Lower are able to Identify and recognise good progress
- Oversee intervention on underperformance across a Key Stage 3
- Ensure clear lines of communication between pastoral and curriculum teams to ensure effective progress tracking and monitoring.
- Track progress across cohorts and where necessary intervene to secure the progress of vulnerable groups, specifically pupils with special educational needs or disabilities (SEND), academically more able, (AMA), children in local authority care (LAC), pupils from ethnic minorities (EM) and disadvantaged pupils (PP)
- Undertake, where appropriate, additional tasks in order to fulfil this key accountability.
- Ensure the effective transition between key stages for all students (KS2 to KS3 and KS3 to KS4)

Systems and processes

Under the direction of the Headteacher, Head of School or Assistant Headteacher:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Work with the governing board as appropriate
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school
- Undertaking, where appropriate, additional tasks in order to fulfil this key accountability

Establishing positive relationships and care

- Intervene with pupils and their parents around issues to do with persistent progress, discipline and wellbeing issues that have not been resolved at Head of House level
- Be highly visible around campus and have a presence at school events
- Evaluate the effectiveness of the Pastoral Support Team and Heads of House to ensure pupils' needs are met
- Uphold and promote the ethos of the School
- Develop and maintain effective partnerships with outside agencies and organisations
- Undertaking, where appropriate, additional tasks in order to fulfil this key accountability

Pastoral

- Establish and implement whole-school systems for pupil wellbeing; with specific focus on student emotional health and wellbeing.
- Conduct pupil voice surveys to ensure they feel happy and safe in school, championing the importance of pupil voice to members of the senior leadership team
- Provide staff with training and support so they can play a part in enhancing pupils' personal development
- Promote and evaluate the effectiveness of the school's behaviour policy and strategies
- Monitor pupil attendance and ensure it is continuously improving
- Analysing whole-school data on attendance, behaviour, exclusions and wellbeing to inform future improvement strategies
- Undertaking, where appropriate, additional tasks in order to fulfil this key accountability

Other responsibilities

The Head of Lower School will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Head of Lower School will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or Head of School.

Person specification

Criteria	Qualities
Qualifications	Qualified teacher status Degree Professional development in preparation for a leadership role
Experience	Leadership and management experience in a school Involvement in school self-evaluation and development planning Line management experience Experience of contributing to staff development Experience of Pastoral leadership

Skills and knowledge	<p>Understanding of high-quality teaching, and the ability to model this for others and support others to improve</p> <p>Effective communication and interpersonal skills</p> <p>Ability to communicate a vision and inspire others</p> <p>Ability to build effective working relationships with colleagues, pupils and parents</p> <p>Commitment to further developing skills and knowledge through ongoing CPD</p>
Personal qualities	<p>A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding and equality</p> <p>Ability to demonstrate resilience</p> <p>Ability to show initiative and innovation</p>

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: *February 2019*

Next review date: