

## Head of Senior School - Role Description



BirchfieldSchool

The Head of Senior School will have responsibility for the academic progress of the students and oversee their pastoral care. They will ensure smooth daily organisation and liaise closely with the Head of the Prep School, deputising for the Headmistress when needed. They will implement a clear vision for the senior school and show expertise in maximising student outcomes. They will be required to foster strong relationships to promote excellence in the quality of education provided. They will report to the Headmistress.

### **Teaching and Learning in the Senior School**

- To implement a broad and challenging curriculum.
- To carry out departmental audits, book trawls and regular scrutiny of planning.
- To create a balanced timetable, including scheduling GCSE options.
- To introduce innovative assessment and tracking procedures for students.
- To advise on the timing of school examinations, organise Parents' Evenings and to formulate internal examination timetables alongside the Head of Prep.
- To lead the assessment and recording programme for the senior school.
- To ensure students are registered for GCSE and plan for Mock examinations.
- To present to parents and students on the path to GCSE and offer advice.
- To oversee learning programmes for gifted and talented learners.
- To monitor effective planning and assessment by subject staff.

### **Pastoral**

- To promote positive student behaviour across the school.
- To ensure a smooth transition for pupils from the Prep School.
- To monitor the student leadership team and the carrying out of their duties.
- To create many opportunities for student voice e.g Student Parliament.
- To prioritise individual student welfare.
- To be a visible presence to parents and students with queries and concerns.
- To support the investigation of incidents, liaising effectively with all parties.
- To introduce initiatives to help prevent different forms of bullying in school.
- To consider the varying needs of the different groups of students.

### **Staff**

- To maintain open communications with staff and act as a conduit with the staffroom.
- To support the induction and mentoring process for new staff.
- To manage staff absence and produce rotas e.g changing room supervision, assemblies and break duties in liaison with the Head of Prep.
- To contribute to the Performance Management programme as required.

### **Management and Organisation**

- To fulfil any further roles and responsibilities which the Headmistress might reasonably request from time to time.

### **Safeguarding**

- To act as a Designated Safeguarding Lead for the senior school

- To carry out the school's safeguarding procedures and ensure that these are implemented by the staff in support of the Safeguarding Team.
- To be involved in the policy review and attend relevant local authority training as suitable for a Member of the Senior Management Team.

September 2022

## PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
Qualifications and Professional development	<ul style="list-style-type: none"> <li>• Qualified Teacher status</li> <li>• Evidence of continuing Professional development relating to school leadership/curriculum development</li> </ul>	<ul style="list-style-type: none"> <li>• NPQMH/NPQH or further professional qualification</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Successful leadership experience</li> <li>• Successful teaching experience</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working on a senior management team or similar</li> </ul>
Strategic Leadership	<ul style="list-style-type: none"> <li>• Ability to provide clear education vision and direction</li> <li>• Ability to inspire and motivate all stakeholders</li> <li>• Evidence of developing effective strategies for school improvement</li> <li>• High Level involvement in monitoring and evaluation procedures leading to clear impact</li> <li>• Ability to work in partnership with senior leaders</li> <li>• Ability to set challenging targets for children and staff</li> <li>• Ability to analyse and use pupil data on attainment and progress to raise standards</li> <li>• Understand the principles of effective teaching and learning</li> </ul>	<ul style="list-style-type: none"> <li>• Strategic Leadership experience across KS3 and KS4</li> <li>• Knowledge of upper KS2 for the purpose of transition</li> <li>• Use of assessment data management systems to improve standards</li> </ul>
Leading Teaching and Learning	<ul style="list-style-type: none"> <li>• Successful experience of monitoring, evaluating and improving the quality of teaching and learning</li> <li>• Understanding the role and impact of assessment in children's learning</li> </ul>	<ul style="list-style-type: none"> <li>• Successful experience of integrating British values into school life</li> </ul>

	<ul style="list-style-type: none"> <li>• Secure knowledge of statutory requirements relating to curriculum and assessment</li> <li>• Experience of leading curriculum innovation</li> <li>• Successful experience of developing effective learning behaviours</li> </ul>	
Leading and Managing Staff	<ul style="list-style-type: none"> <li>• Ability to lead, manage and motivate across the school community</li> <li>• Ability to establish positive working relationships</li> <li>• Ability to plan, allocate, delegate, support and evaluate work undertaken by individuals and teams</li> <li>• Significant experience of taking a role in performance management of staff including leading lesson observations</li> </ul>	
Personal Skills and Qualities	<ul style="list-style-type: none"> <li>• Strong commitment to raising standards</li> <li>• High expectations of self and others</li> <li>• Ability to establish and maintain positive relationships, including with parents</li> <li>• Ability to remain positive and enthusiastic, including when under pressure</li> <li>• Good communication skills</li> <li>• Empathy with children</li> </ul>	<ul style="list-style-type: none"> <li>• Effective computing skills for both teaching and management purposes</li> </ul>