

Head of KEA

This is an exciting opportunity for an inspirational leader to join the Senior Leadership Team of this thriving and innovative school. With a pivotal role to play in shaping the experiences of our youngest students, applicants will need exceptional leadership skills and the vision to embrace and develop all that this section of the school offers our community.

Person Specification:

The successful candidate will:

- Have a proven record as an excellent classroom teacher;
- Possess personal and professional integrity;
- Be a skilled communicator;
- Be resilient and resourceful, with high energy levels;
- Have a solution focussed and positive professional outlook;
- Be compassionate yet determined;
- Relish the opportunity of working in a complex, all age school;
- Be a team player and eager to work collegiately.

Responsible to:

The Principal of King's Ely, through and in partnership with, the Head of King's Ely Junior.

Responsible for:

- The leadership of KEA in a manner that reflects the ethos of King's Ely and nurtures a sense of community;
- The overall management and day-to-day running of KEA;
- The education and pastoral care of each of the 100 to 120 pupils in KEA;
- The Safeguarding of all the children in Nursery and Acremont;
- All matters of EYFS and Key Stage 1 school compliance as set out by the Independent Schools Inspectorate, (ISI) and Ofsted.

Responsibilities will include:

Leadership

- Working closely with the Head of King's Ely Junior and the Principal of King's Ely in defining the strategic direction of KEA;
- Attend separate weekly briefings with The Principal and Head of King's Ely Junior;
- Membership of the Senior Leadership Team and Education Board of King's Ely;
- Attendance at Governors' Meetings as required and reporting to the Governing Body;
- Communication of management decisions to the KEA Staff;
- Involvement in long-term strategic planning and management of the annual KEA budget;
- Leading weekly Acremont staff meetings and informal briefings (currently three times/week);
- Liaising with King's Ely Junior and King's Ely Senior over matters of common school policy;
- Chairing the termly meeting of the KEA Committee;
- Represent KEA at high profile, school, civic and social events;
- Supporting the Principal of King's Ely in the execution of her role in matters affecting KEA.

Academic

- To oversee a creative curriculum that meets the needs of each child and to facilitate the development of Acremont and the EYFS curriculum in conjunction with the Head of EYFS;
- Plan class sizes and numbers for each academic year and ensure appropriate staffing levels;
- Undertake a reduced teaching role when appropriate and share in duties;
- Produce a weekly newsletter highlighting the week's events in Acremont and Nursery;
- Leading and arranging Acremont Assemblies;
- Advance calendar planning for KEA and overseeing Almanack matters where KEA is affected;
- Oversee all Acremont productions, events and services, addressing the parent body as and when appropriate;
- Proof read and add a Head's comment to each child's report;
- Host and be available for discussions at Parents' evenings and other evening events such as Curriculum Evening at the start of the academic year;
- Host Open Mornings, currently twice yearly;
- Attendance on some Saturdays for school events.

Parental Contact

- Meet with visiting parents to give them a tour of the school and, afterwards, an informal talk about the school and entrance procedures;
- Liaise regularly with parents, involving them fully in the care and education of their child;
- Meeting and greeting children each morning;
- Chair a termly Heads' Forum, specifically for Acremont and Nursery parents;
- Host regular, informal, coffee mornings for parents of different year groups within KEA.

HR/ Personnel Responsibilities

- Lead the appointment of new teachers and teaching assistants as appropriate;
- Organise supply cover for absent members of staff;
- Conduct biennial Performance Development Reviews for all members of the KEA staff;
- Progress ongoing professional development systems in line with other sections of King's Ely;
- Take a pastoral interest in each member of the KEA staff.

Closing date for applications is Friday 20th October 2017. Interviews will be held on Thursday 9th November 2017 and Tuesday 21st November 2017.