



St Christopher's School

Head of Infant School Job Description

Issued: Nov 2017

We are seeking to appoint an outstanding, passionate and motivated Head of Infant School (NOR 560) with Early Years and Key Stage 1 experience, to join our highly successful 3-18 school in August 2018. You will become part of a dynamic team who are creative, energetic and determined to give our pupils the best possible opportunity to benefit from an outstanding education.

The successful candidate will have the following attributes:

- Confident, innovative and inspiring leader
- Passionate about teaching in Early Years and Key Stage 1 and knowledgeable about the National Curriculum for England
- Ability to engage positively with the school community
- High expectations of all stakeholders, with a focus on academic achievement
- Imaginative and creative in order to provide a breadth of exciting opportunities for young learners
- Ability to work collaboratively with the Principal, Head of Juniors and Head of Seniors on the strategic direction and operation of the School

The main responsibilities of the Head of Infants are to:

1. Work with a high degree of autonomy in leading the Infant School, taking responsibility for teaching and learning, day-to-day operations, current and future planning and resourcing
2. Support the Principal in the strategic development of the whole School
3. Lead aspects of whole school improvement
4. Ensure that each Year Group operates efficiently and effectively
5. Administer Rewards and Sanctions
6. Ensure that the views of staff, parents and pupils are used to raise the quality of the educational provision and operation of the Infant School
7. Monitor and evaluate the quality and consistency of educational experiences offered to pupils across each year group
8. Work towards better communications between all sections of the Infant School community
9. Accept a measure of pastoral responsibility for all staff
10. Liaise with the Junior and Senior schools
11. Ensure that reports to parents are of a high and increasing quality
12. Ensure that the Infant School works within the resources budget to ensure that all necessary stock and materials are ordered

St Christopher's School is committed to safeguarding and promoting the welfare of children and young people in our care. We follow safe recruitment practices and appointments are subject to vetting including reference checks, identity and criminal record checks. Further details can be found in our [Safeguarding Children and Safer Working Practice Policy](#).