



Bristol
Grammar
School

Life
changing

Job Description

Infant and Junior Assistant Head
(Pastoral and Daily Operations)

Bristol Grammar School: a company limited by guarantee, company number: 5142007
Registered Office: University Road, Bristol, BS8 1SR. Registered Charity Number: 1104425

Job role and specification

Post: Infant and Junior Assistant Head (Pastoral and Daily Operations)

Line Manager: Head of Infant and Junior School

Anticipated start date: 01 September 2019

Outline of Infant & Junior School

There are about 330 pupils within the Infants and Juniors (4-11 years). Both the Infants and Juniors are located on the same site as the Senior School, but separate from it with respect to daily routines and organisation. All children progress from the Infant to the Junior School and almost without exception our pupils progress to the Senior School when they leave us at the end of Year 6. There are strong links between all phases of our all through school. In the Infant School there are six full time teachers and six full time TAs. There is also a part time teacher who covers Infant teachers' PPA time. Classes are limited to a maximum of 18 children. There are two classes in Reception, Year 1 and Year 2. All the core teaching in the Infant School is done by their form teachers, supported by specialist teachers for French, music, dance and PE as required. We are committed to the principles of the EYFS curriculum and to the benefits of establishing and maintaining collaborative relationships with practitioners in other local EYFS settings as well as with the local authority.

In the Junior School there are twelve full time staff as well as a number of part time teachers and also visiting teachers who offer instrumental music lessons, speech and drama and learning support. In the Junior School we have ten classes, two for each of Years 3 and 4 and then three classes in Years 5 and 6. The Year 3 and 4 classes have a maximum size of 24 boys and girls; the Year 5 and 6 classes are restricted to a maximum of 22 children. Form tutors teach the children in at least one of the core subjects, specialist teachers (either subject coordinators or Senior School Staff) often teach the children in other subjects.

ICT plays a very important role in both teaching and learning in the classroom, and also as part of our administration system. In the Junior School we have a designated computer area and sets of laptops for use in classrooms. Our classrooms are also equipped with interactive whiteboards and visualisers. Children are now using iPads in all age groups. All teachers are issued with an iPad.

Duties and Responsibilities

Key Responsibilities:

- To assist the Head in the effective management of the school
- To help lead a staff team that consistently strives for excellence in all areas of provision
- To deputise for the Head in their absence
- To teach as required, demonstrating the highest levels of professionalism and commitment
- To contribute to the school's processes of staff appraisal as a reviewer
- To promote the school and fully support its recruitment and retention activities
- To regularly review and update appropriate policy and guidance documents

Specific Responsibilities:

- Leading on safeguarding throughout the Infant and Junior Schools as Designated Safeguarding Lead (DSL). Liaising with other members of BGS safeguarding team.
- Organisation and oversight of the day-to-day running of the school
- Organisation and oversight of duty/house assembly rotas
- Organising cover for staff teaching BGS Juniors
- Oversight of behaviour management, promoting positive behaviour for learning and consistency of approach through the Juniors. Liaising with the Assistant Head (Infant Leader) to establish a team approach to behaviour management throughout the School.
- Supporting the pastoral role of all form tutors through training and advice as necessary
- Oversight of the House System and the role of House staff in providing for children

- Oversight of record keeping on CPOMS and updating the behaviour log and bullying log in liaison with the Assistant Head (Infant Leader)
- Oversight of the Schools' reward systems in liaison with the Assistant Head (Infant Leader)
- Oversight of all matters relating to the appearance of children and school uniform
- Oversight of pupils' attendance and addressing issues of lateness and/or persistent absence
- Overseeing the smooth running of recruitment and retention activities (open days/open evenings/entrance assessments/taster visits) working closely with the Admissions Officer
- Monitoring risk assessments for routine Junior school activities (curricular and co-curricular)
- Planning and managing the induction and daily work of Junior Teaching Assistants
- Working with the EVC and trip organisers to ensure the smooth running of residential trips
- Setting up of Year 3/Year 6 mentoring system and overseeing the induction of new children
- Overseeing Learning Support for children throughout BGS Infants and Juniors
- Co-ordinating the PSHE programme and agreeing the themes for assemblies with the Head and the Assistant Head (Infant Leader)
- Liaising with the Assistant Head (Mental Health and Wellbeing) on delivery of the BGS strategy
- Working with the Admissions Officer to coordinate contributions to the biannual I and J magazine
- Overseeing the Junior School's co-curricular programme (lunchtime and after school clubs)
- Monitoring the co-curricular contribution of Junior staff and co-curricular involvement of pupils
- Monitoring the quality of provision at Junior After School Club
- Conforming to the School's Code of Conduct
- Adherence to the School's safeguarding procedures

Teaching Responsibilities: (likely to be at least a 0.4 timetable, depending on the needs of the timetable, working across the Infant and Junior Schools)

- Planning and delivering lessons, in co-ordination with the form tutor and subject co-ordinator, to ensure that they contain pace, variety and appropriate differentiation
- Taking responsibility for continuing professional development, ensuring the highest standards of teaching and learning for the children. This includes taking full advantage of the timetabled opportunities to engage in learning observations with colleagues in all phases of the School.
- Developing teaching materials and resources that meet the individual needs of the children and promote their learning.
- Maintaining good classroom discipline having regard to the behaviour policy of the School.
- Regularly marking work in accordance with the marking policy of the School.
- Providing assessment information and written reports as required by the assessment and reporting schedule.
- Working closely with all staff in the Infant and Junior School to ensure excellent learning outcomes for children as they progress through the School. This includes collaborative planning with other teachers working in the same year group or subject area.
- Observing School policy on health and safety requirements; being aware of any subject specific health and safety requirement and ensuring that they are implemented appropriately at all times.
- Making a substantive and sustained contribution to the co-curricular programme of the School, being willing to support in any phase of the School. This regular, ongoing support may include occasional weekends.
- Taking note of the special educational and health needs of individual pupils, following advice from the Assistant Head (pastoral), Stretch and Challenge Co-ordinator or school nurse.
- Referring concerns about the performance of pupils to the relevant form tutor.
- Attending staff meetings and briefings as required.
- Developing and maintaining good relationships with parents and the local community.
- Fully supporting the whole school in its recruitment and retention activities

All teachers at BGS commit themselves to contribute fully to the life of the School in and outside the classroom. All staff are expected to play a full part in our rich co-curricular provision for the children by running clubs, accompanying trips and taking teams.

In addition to being an energetic and enthusiastic teacher, the person appointed will also be expected to make a contribution to school games and/or activities which can include almost anything of interest to both staff and students.

Applicants should indicate their areas of interest and expertise.

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post.

Candidate specification

It is expected that the Infant and Junior Assistant Head (Pastoral and Daily Operations) will possess the following attributes:

L = assessed through evidence from application form, references and letter of application	I = assessed at interview	E / D = Essential / Desirable
Qualified to degree level or equivalent with relevant teaching qualification	L	E
Relevant experience of working with Junior children (Y3-6)	L	E
Previous experience of a significant leadership role within a school	L	I
An inspirational teacher able to promote a love of learning	L	I
Have first class administrative, communication (written and oral), organisational, time management and management skills	L	I
Have excellent interpersonal skills and be a good team player		I
Able to meet objectives on own initiative: be committed to continuous self-development	L	I
Able to build and lead a team of Teachers and TAs; to coach and mentor them as required and to delegate responsibilities effectively	L	I
Able to make an effective contribution to Leadership Team actions and discussions demonstrating strategic thinking and problem solving skills		I
Sound decision making skills: able to work well under pressure, managing competing priorities and delivering solutions that cut through complexity	L	I
Commitment to engage actively with the community (children, parents and staff)	L	I
Be motivated, enthusiastic and passionately committed to the pursuit of educational excellence		I
Have the potential and the desire to move on to Headship in due course	L	I
Commitment to the ethos and holistic education provided by BGS and to the maintenance of BGS as a leading independent school.	L	I
Be able to communicate well with children and young people and in particular be prepared to demonstrate: <ul style="list-style-type: none"> • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with any challenging behaviour • Professional attitudes to use of authority and maintaining discipline • Understanding of safeguarding and promoting the welfare of young people 	L	I

Working hours and conditions

Working Hours	Normal working hours will be those necessary to carry out the duties of this post as Infant and Junior Assistant Head (Pastoral and Daily Operations).
Salary	The salary will be determined by the BGS Teachers' Scale.
Pension	The School is part of the Teachers Superannuation Scheme and all teachers are automatically included in the Scheme.
Lunch	School lunch is provided during term time.
Education	At present the School's policy is to allow all eligible members of staff to educate their children at the school at concessionary rates, subjects to their children meeting the academic entry requirements and subject to a place being available.
Sports Facilities	Free use of school sports facilities.
Library	Free use of the school Library.
Car Parking	No car parking is provided during term time.

Equal Opportunities

The School is an equal opportunities employer and is committed to equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

How to apply

Application forms should be accompanied by a *brief* covering letter addressed to the Headmaster, Mr P R Huckle, and should be sent to Mrs Lucy Lloyd-Smith, PA to Headmaster, Bristol Grammar School, Elton Road, Bristol, BS8 1SR, llloydsmith@bgs.bristol.sch.uk

The closing date for applications is Monday, 28 January 2019, at 9am.

Interviews are currently planned for Tuesday 05 and Wednesday 06 February 2019.

Bristol Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private & confidential for the Headmaster' which will only be opened should the candidate be shortlisted. The successful applicant must obtain List 99 clearance and DBS (Disclosure and Barring Service) clearance at enhanced level.