



MILLFIELD PREP SCHOOL



APPOINTMENT OF Head of Juniors (Years 3-6)

September 2019

**Millfield Prep School
Glastonbury, Somerset, BA6 8LD**

Overview of Millfield Prep School

Millfield prep School is an independent day and boarding school affiliated to the IAPS.

There are approximately 455 pupils aged from 2 – 13 years with a Pre-school, Pre-prep and Junior Department (Yr 3-6) and Senior Department (Yr 7 & 8). There are 120 boarders and five boarding houses. Approximately 90% of pupils go on to the Senior School. Day pupils come in from a wide catchment area of about a 20-mile radius.

The school enjoys an excellent reputation both locally, nationally and internationally.

Facilities are excellent including a purpose built sports hall, pavilion, astroturf, swimming pool, squash courts, equestrian centre, netball and tennis courts (including all-weather bubble) and sports pitches in 120 acres of ground. There is also a Recital Hall, Junior Hall and Assembly Hall. There is a Master plan for further development to include a science block, dance studio, a second astroturf and indoor school for the equestrian centre. The school has excellent IT resources.

Millfield Prep School is a boarding school and as such places a great deal of emphasis on extra-curricular activities during the week and at weekends. A wide variety of clubs and activities (approximately 150) are available throughout the school.

Department:	Millfield Prep School
Section:	Juniors
Post:	Head of Juniors
Responsible to:	Headmistress
Job purpose:	To foster and maintain a safe, happy and productive atmosphere across all aspects of the Juniors for the children, the staff and parents. Actively promote and safeguard the welfare of children for whom you are responsible and with whom you come into contact. The Junior department covers Years 3-6 and they follow the International Primary Curriculum (IPC).

MAIN DUTIES AND RESPONSIBILITIES

Person Specification

- The successful candidate will be a dynamic, confident, enthusiastic, inspirational leader with drive and energy who is a graduate or equivalent and who possess Qualified Teacher Status.
- Possess a clear educational philosophy, which has the happiness of the child at its core.
- Have an unswerving commitment to the academic, personal and social development of every child and understand the needs and concerns of the age group.
- Have the ability to think strategically and to formulate, articulate and share a vision for the school.
- Show a commitment to sound principles of management through the establishment of clear standards and expectations.
- Be effective at delegation and time management.
- Be able to market and represent the school effectively, through excellent communication to prospective and current parents and the wider community, including the media.
- Be an outstanding classroom practitioner with the proven ability to inspire pupils.
- Be able to command the respect of pupils, staff and parents.
- Possess wisdom, secure professional judgement, stamina and resilience under pressure.
- Demonstrate personal warmth and the ability to deal sensitively with the management of change and conflict resolution.
- Display excellent interpersonal and communication skills.
- Be flexible, have a sense of humour and be of smart appearance.

- **Key Responsibilities**

- To foster and maintain a safe, happy and productive atmosphere across all aspects of the Juniors for the children, the staff and parents. Actively promote and safeguard the welfare of children for whom you are responsible and with whom you come into contact. The Junior department covers Years 3-6 and they follow the International Primary Curriculum (IPC).

- **Management**

- Establishing and promoting the philosophy, aims and ethos of the department whilst embracing the philosophy and mission statement of the whole school.
- Participating in the appointment of staff, supporting new staff (including trainee teachers when required). Ensuring the effective deployment of staff and classes within the department and at playtimes, mealtimes, activities etc.
- Ensuring there is effective induction, appraisal, welfare and support of all department staff (and pupils).
- Contributing and participating positively in discussions on departmental and School development plans.
- Ensuring the effective communication between departmental staff, school committees, the Pre-prep, KS3 staff and senior management.
- Setting and managing the departmental budget.
- Overseeing safeguarding procedures in liaison with the designated person and ensuring all relevant policies are followed and staff are trained appropriately.
- Ensuring the department contributes to the extra-curricular needs of the school and appropriate departmental trips take place. Overseeing the organisation of cultural visits and exchanges here and abroad (if appropriate).
- Preparing the department for inspections with the aim of achieving 'outstanding' levels across the board. (i.e. ISI).
- Ensuring all Health and Safety & Welfare and regulatory requirement guidelines are implemented and relevant Risk Assessments are carried out. Act as the department Fire Officer.
- Attending, chairing and minuting meetings as appropriate i.e. Departmental, Pastoral, TLC, HoD, Millfield Minis etc.
- Leading assemblies, giving presentations to current or prospective parents and Governors as required
- Providing blank medium-term planning sheets for core and foundation subjects specific to a particular term to all junior teaching staff. Ensuring that staff medium term plans are up to date and recorded in the junior files.
- Ensuring there is excellent communication with parents i.e.
 - Writing and checking reports for the Headmistress in line with the annual cycle of reporting.
 - Organising parents' evenings
 - Giving presentations to parents/staff as required by the Headmistress i.e. 'Moving Up' talk to Year 2.

- **Teaching & Learning**

- Monitoring and developing the quality of teaching and learning within the department by supporting, coaching, appraising, organising training, nurturing talent and seeking ways to improve staff, teaching standards and results.
- Ensuring that the department meets the curriculum requirements both for the School and National Curriculum by submitting appropriate programmes of study, schemes of work through the IPC, and ensuring pupils are suitably prepared within the specified deadlines.
- Overseeing the organisation of pupils' work within the department ensuring that work is marked to specified standards' appropriate records are kept and parents are kept informed of progress and any other issues within the specified deadlines.
- Using value added data to oversee the tracking of pupils using programmes such as GL Assessments Complete Digital Solution, Accelerated Reader etc. and ensure a thorough

handover to KS3. Analysing the results and presenting to SMT.

- Producing the ICT development plan for the department in conjunction with the Head of ICT and promoting the effective use of Information Technology and other resources within the department, including the introduction of iPads.
- Ensuring all displays are vibrant, relevant to curriculum topics and regularly updated.
- Producing and updating the departmental handbook, schemes of work (as required) and policies. Ensuring that the department members are aware of and adhere to all policies (incl. LDC, EAL, schemes of work).
- any other duties that your line manager sees fit, providing that such duties are appropriate to your role.

Selection Process

Candidates wishing to apply should complete an application form and send a letter of application outlining their educational philosophy and their views on the challenges facing independent education as well as demonstrating how they meet the appointment criteria.

All applications will be acknowledged and assessed against the selection criteria.

References will be taken up prior to interview unless a specific request has been made to the contrary.

The closing date is Tuesday 22 January 2019.

First stage interviews will take place w/c 28 January and second stage interviews will take place w/c 5 February.

The successful candidate would be required to take up their appointment from 1st September 2019.

Millfield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment, as such you are required to attend necessary child protection training and participate fully in activities that ensure the School stays compliant with statutory child protection and safeguarding guidelines issued to the School by ISI and Ofsted.

Applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Baring Service.

☐ I understand the duties listed above.

☐ I require clarification of the duties listed above.

Signed:.....

Print Name:

Date:.....

