



THE OAK-TREE GROUP OF SCHOOLS

NORMANHURST SCHOOL

JOB DESCRIPTION

| | |
|-----------------------|-------------------------------------|
| Post Title | Head of Juniors |
| Post Holder | |
| Responsible To | Jacqueline Job, Headmistress |

All members of staff employed by The Oak-Tree Group of Schools are expected to uphold the Group's vision and ethos on a daily basis through their professional conduct, as well as working in accordance with its aims and policies. The duties outlined in this Job Description may be modified to reflect or anticipate changes in the job, commensurate with the salary and job title.

Main Purpose of the Role

The Head of Juniors is expected to take a central role in assisting the Headmistress and Senior Leadership Team to develop the school in accordance with its shared values and development plans. They will lead by personal example to provide motivation and enthusiasm in setting and maintaining the highest standards, and will take responsibility for fostering and maintaining a safe, happy and productive atmosphere for children, staff and parents.

In addition to the general responsibilities of teacher, the Head of Juniors will have the following responsibilities:

General Senior Leadership Responsibilities

- To share responsibility with the Headmistress for setting the ethos of the school and to help ensure the smooth running of the school.
- To play a major role, together with the Headmistress and the Senior Leadership Team, in formulating policy and continually reviewing and developing procedures and managing change.
- To take responsibility for decisions concerning the day-to-day running of the Juniors in the absence of the Headmistress (with the SLT) and to stand in for the Headmistress at events if required.
- To have an input into the whole school's strategic development planning.
- To oversee the annual junior department subject development plans and reviews.
- To be involved in the review of school policies and the School Improvement Plan.
- To ensure excellent discipline throughout the school, particularly relating to the Juniors.
- To assist the Headmistress in the writing of the junior timetable.
- To take a leading role in preparing for school inspections.
- To be a team leader for Performance Management and provide support for staff.
- To be a member of the Senior Leadership Team.
- To be a member of the Crisis Management Team.
- To be a member of the Safeguarding Team and to be trained as a Deputy Designated Safeguarding Lead.

General Responsibilities:

- To assist the Headmistress by promoting the School in:
 - Attending school plays and concerts where possible
 - Attending Parents' Association meetings and functions where possible
- To liaise with staff and organise practical arrangements for school events.
- To attend the Normanhurst School Parents' Association meetings and events whenever possible.
- To contribute to the planning of the junior assembly schedule and take a share of school/year assemblies as required.
- To attend and supervise a share of school trips, including overseas in school holidays.
- To attend Senior Leadership Team meetings.
- To organise weekly junior department meetings and contribute to whole school meetings when necessary, ensure the provision of agendas and minutes and pass copies to the Headmistress, Principals and School Office.
- To ensure the effective mentoring of new staff and NQTs on the junior teaching team.
- To liaise with parents on a formal/informal basis.

Curricular Responsibilities:

- To review the junior curriculum on a regular basis to ensure pupils experience breadth, depth and challenge and to ensure pupils of all abilities have the opportunity to make excellent progress and enjoy their learning.
- promote achievement and oversee the collection, collation and analysis of assessment data in the juniors, including identifying areas for development and key pupils for interventions.
- To train and support staff to provide effective opportunities for pupils to make progress.
- To teach a proportion of lessons across the junior department.

Pastoral Responsibilities:

- To offer pastoral support to junior staff and pupils.
- To coordinate the Year 6 pupil responsibilities and assign and oversee their duties.
- To act as a Designated Safeguarding Officer.
- To respond to pastoral concerns raised about or by junior pupils.
- To organise meetings with parents and outside agencies as necessary to meet the pastoral needs of pupils.
- To investigate any concerns of bullying in accordance with the Anti-Bullying Policy.
- To investigate any junior behavioural concerns in accordance with the Behaviour Policy.
- To implement the administration of the rewards and sanctions system in the Juniors.

Administrative Responsibilities:

The Head of Juniors is responsible for a wide range of internal organisation including:

- To oversee internal cover and/or external supply for absent colleagues in the Juniors, in consultation with the Headmistress.
- To oversee the junior staff rotas for break, lunchtime and late duties.
- To help identify the training needs of junior staff, encourage Continuing Professional Development (CPD) and liaise with the Headmistress.
- To oversee the whole process of reporting to parents in the Juniors.
- To provide the exam timetable for internal and external Junior exams and inform parents.
- To oversee INCAS and assessments, collate results throughout the Juniors, analyse the results and distribute to all relevant staff.
- To collate test results, analyse in depth and report to the Headmistress and SLT.
- To coordinate the collation of pupil data and analysis and distribute to all relevant staff.
- To track pupil performance and implement intervention measures where pupils are under-achieving at the earliest stage, after consultation with the SENDCo and/or Gifted and Talented Coordinator as appropriate.

Junior Extra-Curricular Coordinator Responsibilities:

- To oversee the organisation of extra-curricular activities by staff, working with Assistant Head (Juniors).
- To actively promote the programme of extra-curricular activities and seek pupil participation.
- To ensure all activity risk assessments are in place and to ensure the safety of the pupils at all times.
- To evaluate the programme of extra-curricular activities on a regular basis and to make recommendations for improvements as necessary.
- To ensure that all extra-curricular activity leaders are aware of the first aid and medical needs of the pupils.
- To ensure that any visiting extra-curricular leaders are appropriately inducted and provide appropriate tuition in their activity.
- To ensure an up-to-date extra-curricular programme is published termly.
- To oversee the running of the Breakfast Club and After School Club and to ensure the appropriate staffing is in place and that an appropriate range of activities is offered.

Line Management Responsibilities:

To be a Line Manager for staff including:

- To be a link between staff and the Headmistress.
- To assist members of the Line Management team with reporting to parents.
- To organise Line Management meetings.
- To liaise with staff to monitor the learning programme provided in individual subjects, ensuring that there is continuity and progression.
- To have an overview of the subject schemes of work.
- To oversee junior subject improvement plans where necessary, liaising with Subject Coordinators.
- To oversee lesson planning.
- To undertake regular work scrutinies, including planning and exercise books.
- To observe lessons as part of the induction programme and Performance Management.
- To ensure that schemes of work and policy documents are implemented, reviewed and updated.
- To ensure the timely and accurate completion of pupil reports.
- To ensure that there is equality of access and opportunity for all pupils to learn and make progress.
- To help identify the training needs of staff and encourage Continuing Professional Development (CPD).

Personal and Professional Development Responsibilities:

- To identify training needs to further develop the role on the SLT and to discuss with the Headmistress.
- To keep abreast of national and local educational developments and to advise the Headmistress accordingly.

The Assistant Head should also be prepared to undertake other such specific duties that may be assigned by the Headmistress or members of the Senior Leadership Team.