



Head of Junior School Job Description

Job Title: Head of Junior School

Reports to: JH/Senior Management Team (SMT)

Job purpose: The Head of Juniors will have ultimate responsibility for all administration associated with the effective running of the Junior School.

This job description forms an integral part of the Appraisal process carried out annually by the Headmaster/SMT.

Key Responsibilities

- Leadership and management of a team of experienced and committed staff
- Monitoring of performance of staff and pupils
- Chairing staff meetings
- Meeting prospective parents/families/pupils
- Line Manager for Pre-School leaders
- Attending SMT and management meetings
- Taking an active role in the recruitment of new staff
- Overseeing the pastoral care of all Junior School pupils
- To be part of the safeguarding team and ensure the safeguarding policy is appropriate for Junior School
- Placement of students on form groups/sets
- Academic guidance
- Overseeing the timetable and scheduling
- Overseeing-extra curricular activities
- Routine student discipline procedures
- Maintaining the staff handbook and student information booklet

The Head of Junior School will be expected to attend regular meetings with the Headmaster, Head of Senior School and Junior School subject coordinators. A teaching timetable of approximately 50% (subject non specific) will also be expected. The position requires a commitment beyond the regular hours of school, including some evenings and weekends and/or during holiday periods when work must be done that cannot be done while school is operational.

Professional conduct, relationships & attitude

- Model the Westbourne Values, demonstrate a growth mindset and contribute to the professional culture of the school.
- Develop relationships and strengthen partnerships with pupils, parents and the wider community to promote Westbourne School.
- Market the school and liaise effectively with the Marketing Manager/Committee to help recruit and retain pupils.
- Put the needs of pupils before other considerations and support their social and emotional development.
- Behave and communicate in a professional manner at all times and be supportive towards colleagues.
- Arrive promptly at the start of the school day and to all lessons, duties (including cover lessons), briefings and meetings.
- Demonstrate a commitment to professional development by sharing effective practice and taking part in



relevant activities to develop professional skills, knowledge and understanding.

- Understand and follow all school policies and procedures as laid down in the Staff Handbook.

Teaching & learning

- Understand and incorporate Westbourne's 'ten principles of effective teaching and learning' into everyday practice.
- Create and manage an effective, orderly and safe learning environment including appropriate displays to aid learning and celebrate achievement.
- Understand and apply the school's Safeguarding and Health and Safety Policies in all aspects of school life. Liaise with the Safeguarding Committee as appropriate.
- Promote British values within the context of a multi-cultural society.
- Provide effective learning opportunities that inspire all pupils, differentiating delivery according to the needs of individuals.
- Liaise effectively with staff responsible for pupils on the Learning Support and More Able Pupil (MAPs) registers.
- Plan, set, assess and mark relevant and engaging home learning activities to reinforce and extend learning.
- Set high expectations and be accountable for the behaviour and academic progress of all pupils within your care.
- Identify pupils in need of additional intervention, plan for and provide this within lessons and/or at other times.
- Provide cover for colleagues as directed by SMT.

Planning, assessment & development

- Contribute to and keep detailed records including long, medium and short term curriculum planning for the appropriate year group in accordance with the agreed framework and in line with the Curriculum Policy.
- Use formative assessment to identify pupils' strengths and areas for development, guide future learning opportunities and give feedback in line with the school's policy to ensure students make acceptable progress.
- Complete summative assessments in line with the school's assessment calendar, using this data effectively to identify pupils' strengths and areas for development, implementing interventions where appropriate.
- Report to parents in line with the Assessment and Reporting Policy.
- Contribute to the development of policies and initiatives as set out in the Whole School and Junior/Senior School Development Plans.
- Participate in the Review and Development process to and be proactive in personalising professional learning and maintain an accurate, up to date record of all professional development opportunities.

Beyond the classroom

- Attend and contribute to relevant briefings, meetings, INSET and CPD activities.
- Attend school functions, concerts and events as appropriate.
- Lead assemblies, enrichment and extra-curricular activities in accordance with the expectations in the Staff Handbook.
- Supervise pupils in after school prep sessions and at break or lunch times as requested.
- Develop, lead and manage opportunities to extend learning via educational visits, 'theme days', or external speakers, as appropriate.



Leadership and Management

- To be accountable for the standards within your area of responsibility.
- Ensure subject knowledge of self and staff is up to date and relevant in line with the Curriculum Policy. Leading staff meetings to support staff, where appropriate.
- Write, communicate, implement and review documentation e.g. a policy, development plan for your area/s of responsibility.
- Where possible, analyse data making clear judgements about progress and standards across the school.
- In partnership with the deputy head of Junior School, monitor planning, teaching and learning to ensure a secure understanding of the quality of provision.
- Raise the profile of your area of responsibility this may be through themed days, weeks, competitions, home learning or extra-curricular activities.
- Manage a budget, spending this wisely to ensure value for money.