



Head of Lower School

Job Description and Person Specification

Bishopsgate School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Title of Post:	Head of Lower School
Status of Post:	This is a permanent appointment
Responsible to:	The Headmaster
Purpose of Post:	To lead and embed the pastoral vision and manage Form Tutors in this area of the school

1. Key Accountabilities:

- 1.1 Be an active member of the Leadership Team
- 1.2 Monitor, lead and manage pupils' personal development
- 1.3 Manage, develop and enhance the practice of Form Tutors
- 1.4 Participate in whole school self-evaluation and school improvement planning
- 1.5 In tandem with the Deputy Head (Pastoral), be responsible for promoting and safeguarding the welfare of children and young people within the school
- 1.6 Have line/performance management responsibility for Form Tutors in assigned Year Groups
- 1.7 Have a detailed understanding of pastoral policies and ensure that this area of the school remains pastorally compliant
- 1.8 Ensure that there is clear and concise communication between school and the parent body

2. Tasks:

The following tasks serve to indicate the range of duties and level of responsibilities involved; these are over and above those described in the Class/Subject Teacher Job Description, which should be read in conjunction with this document.

This list is not exhaustive, but does include:

2.1 Leadership and management role:

- a) Be responsible for promoting and safeguarding the welfare of children and young people within this area of the school
- b) Contribute to the implementation, evaluation and success of the whole school vision and ethos



- c) Lead and manage a team of Form Tutors, meeting with them regularly during minuted meetings
- d) Be an effective member of the pastoral team and attend all relevant meetings
- e) Lead Year Group assemblies, deploying staff, prefects, rooms and resources to meet the needs of pupils where necessary
- f) Work closely with the SENCo, MHL and Form Tutors in identifying issues and writing IEP's for pupils who need support
- g) Play a key role in the development, implementation and review of care plans
- h) Develop, monitor and review the effectiveness of form periods in assigned Year Groups
- i) Formally observe Form Tutors in this area of the school, linking with the performance management process
- j) Identify group and individual training needs, liaising with the Deputy Heads where necessary
- k) Oversee the planning and implementation of the Nativity and Year 3 and 4 production

2.2 Pupil progress

- a) Ensure Form Tutors record weekly academic & pastoral tracking information on SIMS and MyConcern
- b) Foster and drive an environment that encourages intrinsic motivation in all pupils
- c) Maintain a 'whole child' view of those in this area by monitoring the pastoral and academic progress of each individual pupil. Liaise closely with pastoral and academic leaders when an issue is identified
- d) Support the pastoral team in preparing accurate end of term reports
- e) Coordinate and oversee the fortnightly communication to parents, ensuring consistency
- f) Ensure email and other communication between Form Tutors and parents is healthy and appropriate
- g) Prepare and hold fortnightly Year Group assemblies that relate to the PSHEE curriculum

2.3 Pupil behaviour and support

- a) Personally know all pupils, and be known to all parents, in the assigned Year Groups
- b) Monitor attendance and punctuality across the assigned Year Groups
- c) Ensure Form Tutors enforce pastoral and academic policies consistently and are, themselves, models of good practice
- d) Ensure pastoral/behavioural issues are tracked, reported and escalated where necessary
- e) Be proactive in creating an environment conducive to learning without limits
- f) Be proactive in taking steps to prevent bullying and support victims of bullying
- g) To work closely with the Head of PSHEE and oversee the PSHEE curriculum in this area of school, adapting it where necessary to suit the current climate
- h) To plan and coordinate the teaching of SRE in the PSHEE curriculum, in conjunction with the Head of PSHEE
- i) Coordinate and provide pupil transfer information at the end of each academic year



2.4 Staff management and development

- a) In conjunction with the Deputy Heads, identify, lead and organise training opportunities as appropriate for your team and play a key role in performance management
- b) Mentor Form Tutors and encourage collaboration and teamwork
- c) Assist in the pastoral induction of new staff in this area
- d) Keep abreast of major educational developments that will affect this role, such as KCSIE
- e) Work closely with the Deputy Heads and Heads of Departments, keeping them informed of all pastoral care and academic issues

3. Person Specification

3.1 Skills and qualifications

- a) Graduate and qualified teacher
- b) Experienced and able classroom practitioner
- c) Strong evidence of CPD
- d) Commitment shown in other areas e.g. games, drama, music
- e) Excellent communication skills
- f) Strong organisational skills

3.2 Required Characteristics

- a) Capacity to think strategically
- b) A willing and enthusiastic commitment to whole school events where needed
- c) Ability to create, work in and lead a successful team
- d) Ability to prioritise effectively and balance competing pressures
- e) Ability to see a task through to completion
- f) Ability to delegate
- g) Ability to innovate and inspire both pupils and colleagues
- h) An aspiring leader

4. General

- 4.1 To adhere to, promote and comply with all school policies, including those on safeguarding, equal opportunities and race equality
- 4.2 To actively participate in, promote and add value to Performance Management through the Staff Appraisal scheme
- 4.3 To undertake such additional duties as may be consistent with the purpose of the post as defined in this job description
- 4.4 To undertake training appropriate to the role and stay abreast of modern educational thinking



5. Safeguarding and Child Protection

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Child Protection Policy at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the School's DSL or to one of the DDSs. All Bishopsgate staff must have an enhanced DBS disclosure. All staff are expected to read and abide by the requirements of the staff Compliance Folder which is available on the Google Drive.

6. Health and Safety

All employees must be aware of the responsibilities placed upon them under the Health & Safety Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe working environment for pupils, visitors and staff.

7. Data Protection

Bishopsgate School processes information about its current, past or prospective employees, applicants, current, past and prospective pupils; and their parents, carers or guardians and others who are defined as data subjects under the General Data Protection Regulations and the Data Protection Bill 2018.

Anyone who works for, or acts on behalf of, the school (including staff, volunteers, governors and service providers) should also be aware of and comply with the school's Data Protection Policy, which also provides information about how personal data about those individuals will be used.

The School takes the protection of all personal information extremely seriously and is committed to a policy of protecting the rights and freedoms of individuals with respect to the processing of their personal information.

8. Review of Job Description

This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject



to modification and amendment from time to time and the post holder may be required to undertake additional duties, as required, by the Headmaster.

This job description will be reviewed at least once each year in the Autumn Term.

Person responsible: Headmaster