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Job Description:

# Head of Juniors

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Managed by:

The Headmaster

Reporting to:

The Headmaster

## **Ditcham Park School**

Ditcham Park School is a unique, successful and thriving school situated in 16 acres of the beautiful South Downs National Park near Petersfield, Hampshire. The 380+ pupils, aged 2 ½ -16 benefit from a caring and supportive ethos and small classes. Ditcham Park School consists of the Early Years (Nursery & Reception), Juniors (KS1 & 2) and Seniors (KS3 & 4).

## **School Ethos**

The School's ethos '*where every child is known and valued*' is founded on outstanding pastoral care, excellent teaching and our all round approach to education.

## **School Aims**

- Identify and develop each child's interests and abilities
- Promote academic excellence
- Provide a happy environment where pupils can flourish
- Prepare pupils for the future
- Connect with the Community

We are a happy vibrant school with an ambitious development plan. We have recently opened our Dragonflies Nursery. The School achieved an impressive ISI Inspection Report in 2020. To get a good feel for the school please view the short videos about our Nursery and Junior School on our website as part of our recent Virtual Open Morning [www.ditchampark.com](http://www.ditchampark.com)

## **Key purpose of Role**

The Head of Juniors is responsible specifically for the Leadership and Management of the Junior and Early Years section of the School (Nursery to Yr6). The Headmaster has overall responsibility for all sections of the School.

In addition to the Leadership and Management responsibility, Head of Juniors will also have a class teaching responsibility which will amount to approximately 50% of a full teaching timetable.

### **Specific Responsibilities**

- To be a member of the Senior Leadership Team
- To lead and manage all aspects of the Early Years and Juniors section of the School
- Under the direction of the Headmaster, and as a member of the SLT, to play a role in implementing the vision, aims and objectives of the School and to establish the policies through which they are achieved.
- To be, at all times, an outstanding role model to all pupils, staff, parents and visitors in all aspects of school life.
- To attend all Council of Governors, Educational Sub Committee, Health & Safety and Buildings Sub Committee and Marketing Meetings.
- To develop the EYFS & Juniors curriculum and co-curriculum in line with whole school curriculum development e.g. enrichment activities, digital learning and STEAM.
- To take a lead with developing pedagogy in Early Years and Juniors.
- To ensure that provision for pupils' pastoral care, personal development, including spiritual, cultural, social and moral, is of the highest possible standard in Early Years and Juniors.
- To be responsible for the assessment across Early Years and Juniors. This will include analysis of data to monitor progress and inform teaching & learning focus.
- To monitor the development and progress of sub groups e.g. boys/girls and pupils with a Specific Learning Difficulty and Gifted and Talented pupils.
- To have a full involvement and presence in all Junior events and occasions and also similarly in the whole school's major public events.
- To take a lead in Continuous Professional Development and training of staff in Early Years and Juniors.
- To participate in the recruitment of Early Years and Juniors staff.
- To organise supply cover for staff absence in Early Years and Juniors.
- To organise Staff duties to fulfil our obligations to supervise pupils in Early Years and Juniors.
- To promote and uphold high standards of appearance and behaviour of pupils in Early Years
- To play a full role in the marketing of the School at Open Mornings, on Social Media, organising whole school events, liaising with outside agencies as necessary. Build links with local schools.
- To monitor and update the Nursery and Juniors section of the website.
- To lead EYFS/KS1/KS2 weekly assemblies
- To coordinate and oversee Junior House events

- To chair weekly Junior Staff Meetings and fortnightly Junior Management Team (JMT) meetings.
- To deliver INSET for Early Years, Juniors and whole school.
- To oversee and be responsible for all EYFS and Juniors Policies.
- To ensure the health, welfare and safety of all pupils, staff and visitors within Juniors are of the highest standards.
- To provide support for Friends of Ditcham Park School (FDPS) by attending their Committee meetings and events.
- To develop good standards of communications with parents with a child or children in Early Years and Juniors. This will include liaising with Class Representatives.
- To oversee the reporting process and the organisation of Parents Evenings for Early Years and Juniors.
- To liaise with the Deputy Head of Seniors on matters relating to whole school timetabling.
- To oversee the annual Performance Review of teachers in Early Years and Juniors linked to the Headmaster's programme of Teachers' Performance Review every two years.
- To collaborate with the Headmaster and Head of Admissions over the admissions process for pupils in Early Years and Juniors.
- To take on, with a positive approach, any additional duties, projects or developments required to further improve the school as identified by the Headmaster such as Deputy Designated Safeguarding Lead.

### **Personal Specification for all teaching appointments**

In making an appointment at Ditcham Park School we look for the person who, at interview and by virtue of their qualifications, best demonstrate that he/she:

- is suitably qualified for the responsibilities of the post.
- has good interpersonal and communication skills with pupils and colleagues.
- has good listening skills and respect for all pupils.
- has the ability to form relationships and to motivate pupils.
- has the ability to develop and deliver a development plan for Juniors as part of a School Development Plan
- has the ability to generate enthusiasm for the work and development of the Junior School.
- can demonstrate high standards in the necessary professional competencies required of teachers:
  - subject knowledge and application
  - classroom management
  - assessment, recording and reporting students' progress
  - teaching effectively throughout age and ability range
- has confidence to contribute their own ideas and initiatives to the philosophy of the School.

- is willing to be involved in the wider activities of the School.
- has a practical understanding of administrative demands.
- has a commitment to personal and professional development.

As with all School employees, it is the School responsibility to adhere to and ensure compliance with the School's Child Safeguarding Policy at all times, thus promoting and safeguarding the welfare of children and young person's with whom he/she comes into contact.

If, in the course of carrying out the duties of the post, you become aware of any actual or potential risks to the safety or welfare of children in the School, you must report any concerns to the School's Designated Safeguarding Lead.

This position is subject to positive references and an enhanced DBS certificate in the event of a successful application.

In accordance with the Health and Safety at Work Act 1974 all employees have a duty to look after their own and other's health and safety. Ditcham Park School is an Equal Opportunity Employer.