



## **CHANNING SCHOOL**

### **Information Pack for Candidates**

#### **Head of Junior School**

#### **from September 2018**



## Information about the post for candidates

### The School

Ever since its foundation in 1885, Channing has been known as a happy and successful community. Our ethos and setting give pupils both security and a sense of their own significance: we recognize all achievements, of whatever nature, and hope each girl here knows she is valued as an individual. We aim to encourage scholarship, integrity, altruism and independence; to give girls the confidence, qualifications and skills they will need in life; and to send our leavers out ready to respond as thoughtful, responsible and socially aware adults to the challenges of the world today.

We aim to remain true to the ideals of our Unitarian foundation, to develop spiritual sensitivity and understanding and in particular to foster respect and consideration for the whole range of human faiths and beliefs.

### Academic achievement

Academic results are excellent – GCSE and A Level results details consistently place us amongst the top schools in the UK. Virtually all our sixth formers go on to University, or to Art College, some after a gap year. Girls also excel in a very wide range of co-curricular and extra curricular activities, and especially in Music, Drama, Sport and Art.

### Community spirit

The Head and members of staff know every girl personally and as an individual. We have a strong family tradition and an enthusiastic and supportive parents' association. The atmosphere is calm, focussed and purposeful. We set high standards emphasising concern and respect for the needs of others. A major feature of the school is the huge diversity of the extra curricular activities on offer to pupils and it is expected that all staff will contribute to this side of the life of the school. Opportunities exist for involvement in cultural, dramatic, sporting and intellectual pursuits and we like staff to assist in areas where they have a genuine interest and enthusiasm.

### Exceptional setting

The school is in an attractive part of Highgate, with convenient transport links by road and underground. Visitors are often surprised at how light, green and open our site is. We have preserved the character of the older buildings, but completely refurbished and redesigned them to provide bright and spacious teaching rooms. Our ambitious Senior School building programme, completed in 2017, and has provided us with excellent dining facilities, a Music School, a new Sixth Form Centre, Sports Hall with fitness suite and a Performing Arts Centre. Plans are currently being considered for extensive new facilities for the Junior School, including a new hall, dining room and specialist classrooms.

### Channing Junior School

Channing Junior School has been housed in the gracious Victorian family home known as 'Fairseat' built by Sir Sydney Waterlow, former Lord Mayor of London since 1926. The School is situated in extensive gardens at the top of Highgate Hill with spectacular views over London. The house is well maintained with light, spacious and elegant rooms and enjoys the benefits of a Music and Drama Studio, a practical room for Design Technology, Art and Science as well as a state of the art ICT room. Pupils make regular use of the spacious grounds and outdoor classrooms, as well as the Sports Hall and tennis courts.

The Junior School provides a happy, stimulating and secure environment for some 305 girls aged 4 to 11. Entrance is at 4+ and is selective: the school is heavily over subscribed. The broad-based curriculum recognises the importance of the core subjects of English, Mathematics and Science and delivery is through a mix of form teaching and subject specialism. The curriculum is supported by local trips and outings, to take advantage of the opportunities offered by the capital. There is a strong tradition in Drama, Music and



Art at the Junior School and Sport and ICT also form a key part of the curriculum. Recent developments have seen the introduction of the “Adelante” strategy, a “Spanish for all” programme and a very popular Forest School programme of outdoor education. Pupils are taught by their form teachers, supported by classroom assistants with specialist teaching in Sport and PE, Art, Design and Technology, Music, Drama, Spanish and French. We aim to provide children with a strong sense of security and as a result, the school is a happy, successful and positive place to learn. The girls are encouraged to become independent learners and, through a variety of teaching strategies, to achieve an increased love of learning and knowledge of the wider world.

The school is very well resourced and fortunate in its light and airy buildings and in its attractive situation on Highgate Hill. All staff contribute to our extensive and important extra-curricular programme, and raising money for charity. Music, Art and Drama are all particularly strong. The staff-room is friendly and mutually supportive, and cross-curricular involvement is welcomed and encouraged, particularly in activities outside the classroom. The girls are receptive and well motivated, and conditions for staff are excellent; we pay London salaries plus an additional Channing allowance and there is generous provision made for INSET and professional development. Staff wellbeing is given a high a priority, and currently all employees have access to yoga and Pilates classes, a social committee and excellent lunches.



## Job Description – Head of Junior School

Position	Head of Junior School
Responsible to	Headmistress
Job Summary	The Head of the Junior School (Fairseat) is responsible to the Headmistress for the leadership of the Junior School and to ensure that the school continues to develop within the aims and objectives of Channing School.
Job Description	<p><b><u>Leadership and Management</u></b></p> <ul style="list-style-type: none"> <li>▪ To develop within the Junior School the stated aims and objectives of Channing School and report to the Governors and Headmistress.</li> <li>▪ To be a member of Channing School Senior Leadership Team and to contribute fully in the whole school decision making process</li> <li>▪ To direct the teaching and delivery of the curriculum in the Junior School, liaising and co-ordinating with Senior School staff.</li> <li>▪ To provide strong leadership and to motivate Junior School staff to provide the highest standards of teaching and to become actively involved in the development of the School.</li> <li>▪ To play an active role in the recruitment, retention and development of Junior School staff.</li> <li>▪ To manage the appraisal system for the Junior School staff on behalf of the Headmistress.</li> <li>▪ To write and review the Junior School development plan for inclusion in the whole school plan and manage the budget effectively.</li> <li>▪ To be available to advise and support staff as required and where required to put in place mechanisms to ensure that NQTs are properly supported</li> <li>▪ To ensure the effective management of Teaching Assistants</li> <li>▪ To attend the Governors’ Education Committee and other meetings, on request.</li> <li>▪ To be a member of the school’s Development Board, and also to attend Channing Association meetings.</li> <li>▪ To prepare the Junior School for inspection.</li> </ul> <p><b><u>Curriculum</u></b></p> <ul style="list-style-type: none"> <li>▪ In consultation with the Headmistress to develop and deliver a coherent curriculum that challenges and stimulates pupils.</li> </ul>

- Where possible to provide opportunities within the curriculum to personalise learning such that it best meets the individual needs of all pupils.
- To ensure that there is a rich and satisfying co-curricular programme in the Junior School.
- To advise the Headmistress on changes in national educational policy that impact on EYFS, KSI and KS2 and to develop proposals to improve and enhance the teaching at Fairseat.
- To monitor and assess pupil progress and to provide suitable opportunities for feedback to parents/guardians on pupil progression.
- To develop an extra curricular programme for Junior School pupils that meets the needs and expectations of pupils, parents and whole school objectives and recognises best practice in other schools.

### **Support to Pupils**

- To act as Designated Senior Safeguarding Lead for the Junior School.
- To lead the recruitment, retention and development of Junior School pupils.
- To ensure that the ethos of Channing School is developed within the Junior School.
- To ensure that appropriate programmes of support and extension are provided to meet the needs of individual pupils.
- To advise, encourage and enable all staff to provide sensitive and appropriate pastoral care and guidance to pupils, communicating and liaising with parents as required.
- To bring concerns about any pupil to the Headmistress, particularly those who fail to thrive or make satisfactory progress.
- To keep in regular contact with the school nurses in all matters regarding pupil health and welfare.
- To liaise with the Bursar to ensure individual requirements for access are met and also to ensure that any dietary requirements are handled sensitively.

### **External Relations**

- To be available to meet with parents/guardians to discuss issues relating to pupils' education.
- To represent the Junior School in the broader community.
- To promote the Junior School to prospective pupils and their parents/guardians.
- To ensure that suitable arrangements are in place to select pupils.
- To maintain relationships with other schools in order to identify best practice

and remain abreast of broader developments in education both locally and nationally.

- To maintain strong links with feeder nurseries and schools in order to ensure that the qualities and ethos of Channing are understood.

## **Personal Specification – Head of Junior School**

The Head of the Junior School should demonstrate:

- Strong leadership skills and the character and desire to inspire and motivate others
- Outstanding teaching skills
- A desire to engage actively in the management of the whole school as a member of the SLT
- Strong pastoral skills with the ability to empathise both with pupils and staff
- Effective written and spoken communication skills combined with an ability to relate to and influence all members of the school community
- The ability to plan and prioritise and make the best use of available resources
- A desire to bring change and initiative that continue to enhance the educational provision, whilst reflecting the school's special ethos and traditional values
- Integrity, ambition and drive combined with a sense of humour



## Applications

Applications are to be made via **TES.com using the Channing School application form, accompanied by a CV.** A CV will not be accepted in place of the completed application form.

Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. The application form may be downloaded from the website <http://www.channing.co.uk/Work-for-Us>.

Please note that once you submit an application via TES the system will automatically retain your details for a period of six months. If you are unable to submit your application via TES please email it to [rwhite@channing.co.uk](mailto:rwhite@channing.co.uk)

**Deadline for applications: Wednesday 7<sup>th</sup> February 2018**

**Longlist: Tuesday 20<sup>th</sup> February 2018**

**Shortlist : Monday 26<sup>th</sup> February 2018**

*Channing School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To assist in this, the school follows a formal recruitment procedure for the employment of all staff which adheres to the recommendations of the Department for Education (DfE) in "Safeguarding Children and Safer Recruitment in Education" and the school's Child Protection Policy. A copy of this procedure is available on request.*

*Subject to statutory provisions, no applicant will be treated less favourably than another on the grounds of a protected characteristic. Ability to perform the job will be the primary consideration.*

