HEAD OF LOWER SCHOOL JOB DESCRIPTION

Job Title:	Head of Lower School
Line Manager:	Head Master/Mistress

Purpose of Job

- Establish, evaluate and develop the academic aims and standards of the Lower School in partnership with pupils, staff, governors, HIMS personnel and parents
- Take responsibility for the leadership, and management of Lower School
- Assist the Head Master/Mistress in establishing and maintaining a vibrant and thriving school
- Manage the performance of the Lower School teaching staff
- Ensure that quality educational programmes take place in a safe, positive and healthy learning environment

Duties and Responsibilities

Overall Responsibilities

- Promote high standards in all aspects of school life, particularly in pupil progress
- Actively support the vision, ethos, culture and policies of the school
- Inspire and motivate pupils, teachers and other school employees
- Comply with the professional duties of the Harrow staff Code of Conduct
- Contribute to a school culture which is positive, purposeful and professional
- Engage positively in the school Appraisal process and performance management arrangements
- Are committed to safeguarding and to promoting the welfare of children and young people

Strategy and Direction

- Work with the Head Master/Mistress and Senior Leadership Teams to provide strategic leadership to shape, deliver and actively promote the environment and school culture that is consistent with the ethos and expectations of Harrow School and Harrow International Schools
- Contribute to the development of the overall Harrow vision and values and ensure that pupils, staff and parents all understand and subscribe to the vision and values
- Work closely with the Senior Leadership Team to ensure effective implementation of the school's strategic and development planning and to lead this process
- Ensure that professional development is available for all and linked to the school's development plan and priority needs
- Promote and market the school in support of pupil admissions and staff recruitment

Management

- Establish and maintain the efficient day-to-day running of the school, including organising cover for teaching staff as well as all rosters and rotas
- Line manage the Heads of Phase and Key Stage Leaders

- Build budgets and monitor spending in the Lower School
- Oversee the construction of and monitor the school timetable in the Lower School
- Work closely with the Head Master/Mistress in the appointment of academic, administration and curriculum support staff
- Ensure that learning is at the centre of all decisions related to planning and resourcing
- Hold regular meetings of the Lower School Management Team

Curriculum Development and Pastoral Support

- Be responsible for the delivery of the agreed curriculum and the maintenance and development of the highest possible academic standards
- Establish, review and adapt an appropriate British-based curriculum for all pupils
- Monitor, evaluate and review classroom practice to ensure high quality teaching and learning is in place
- Plan and prepare the pupil grouping and staffing structure for the Lower School
- Oversee the development of assessment and tracking systems to monitor and evaluate pupils' progress, achievement and attainment
- Remain up to date with changes in educational theory and subject/phase requirements
- Establish and regularly review all academic policies, curriculum documents and schemes of work
- Publish curriculum summaries, and academic handbooks as required, and ensure these are kept up to date
- Oversee and take responsibility for the pastoral support of all pupils in the Lower School
- Ensure that pupils' personal development is effectively promoted through the curriculum and other enrichment activities
- Oversee an extensive enrichment programme for all Lower School pupils within and beyond the school working week

Academic Support

- Establish an overall view of the academic profile of the school and its pupils, both individually and collectively
- Assist staff in supporting individual pupils, small groups and class learning needs, offering support and encouragement to colleagues at all times to ensure pupils are supported in their learning
- Oversee and support the recruitment, induction and training of new staff

Collegiality

- Lead by example and set high and realistic expectations in all professional matters, ensuring that all staff and pupils observe matters such as dress, behaviour, punctuality, attendance and mutual support
- Maintain a teaching load appropriate to the position, including participation in extra-curricular activities as appropriate, and as agreed with the Head Master/Mistress
- Ensure that staff and pupils commit to supporting learning through the school's VLE and other relevant platforms
- Take a fair and appropriate share of duties and act as a Duty Supervisor

- Although not a member of a particular House, attend House activities as well as Expeditions as required
- Together with the Head Master/Mistress, manage staff disciplinary issues effectively and in a timely manner

Communications and Public Relations

- Actively establish good relations with parents and all other visitors to the school
- Present a coherent and accurate account of the school's performance in formats appropriate to a range of audiences
- Oversee the organisation of and attend academic parents' evenings and be available to meet parents as required
- Oversee the production of reports, working with the Heads of Phase and Key Stage Leaders and ICT Services.
- Communicate closely with parents and ensure that pupil progress is regularly reported, and relevant data is always available
- Support and attend all major school events
- Work to maintain effective partnerships with the community, promoting and representing the school at local, national and international level
- Operate effective communication channels throughout the school

Safeguarding

- Take seriously the responsibility to safeguard and promote the welfare of children, and to work together with others to ensure adequate arrangements within the school help to identify, assess, and support children who are suffering harm.
- Ensure the ongoing Health & Security for all Lower School stakeholders

Requirements

Education, training and qualifications

- Appropriate degree, with UK PGCE, or other teaching qualification giving QTS
- Evidence of relevant and challenging continuing professional development
- Working knowledge of the National Curriculum of England including EYFS, KS1 and KS2
- Advanced degree in Education, NPQH or equivalent (desirable)

Knowledge and experience

- At least 4 years senior leadership experience
- Experience in teaching learners with diverse needs, especially EAL, in early childhood/ primary school stage
- Experience in managing performance of staff, especially senior or middle level managers
- Experience in highly effective relationship management with a variety of stakeholders
- Experience or clear understanding of early childhood/ Lower School stage leadership in an international school environment
- Knowledge of international accreditation, inspection and evaluation frameworks
- Knowledge and understanding of child development and its impact on behavior
- Knowledge and understanding of positive behaviour management of pupils and evidence of effective practice in a range of settings

Personal qualities

- Have the ability and willingness to inspire others; leading by example, role modelling the school's vision statement: Leadership for a better world
- Be a role model for the Harrow Staff Code of Conduct
- Be flexible and capable of managing change and instilling high standards
- Be highly motivated, ambitious and collaborative and willing to take the initiative
- Have high levels of honesty and integrity in aspects of their role
- Demonstrate empathy, humility and genuine care about staff and pupils, taking time to support, guide and motivate them
- Be able to think strategically and drive improvements in pupil welfare and their wider learning experiences
- Have excellent organisational, communication and interpersonal skills
- Demonstrate strategic leadership and the ability to lead and manage a team to deliver the school development plan effectively

Other

- A clean enhanced Disclosure and Barring Services check or police check (for applicants who have never worked in UK) and no question regarding suitability to work with children

Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.