



CHANNING JUNIOR SCHOOL

Deputy Head

April or September 2025



The School

Awarded 'Excellent' in all areas inspected by ISI in 2022, Channing School is summed up by its vision, 'Girls Enjoying Success'.

Girls at Channing enjoy academic success from a tailored educational programme that encourages confidence, independent thinking and provides girls with life skills to take on the next stage of their education as thoughtful, responsive, socially aware adults, prepared for the challenges of the world today.

Founded in 1885 by Unitarian sisters Emily and Matilda Sharpe, supported by Reverend Robert Spears, Channing School, named after notable American Unitarian William Ellery Channing, has been known as a successful, happy community. Remaining true to our Unitarian foundation, the School is an inclusive community that values the individual skills, spiritual beliefs, achievements and contribution of all members of the school community.

Academic achievement

The Junior School provides a happy, stimulating and secure environment for some 336 girls aged 4 to 11. Entrance is at 4+ and is selective. 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, Art and Sport and Computing and Forest School also form a key part of the curriculum. In Reception and KS1, pupils are taught mainly by their form teachers supported by teaching assistants. We aim to provide small children with a strong sense of security during their first years in the school and as a result, the school is a happy place to learn. As girls progress into KS2, the teaching remains form-based but with additional specialist teaching in Music, PE, Art, DT, and Modern Languages. 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.



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Community Spirit

The Head of the Junior School, Headmistress 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. Virtually all full-time staff contribute in some way to our extensive and important extra-curricular programme and raising money for charity, community service, the Duke of Edinburgh's Award and Young Enterprise are highly valued. 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 and there is generous provision made for INSET and professional development.

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. Channing Junior School has been housed in the 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. Our recent building programme, completed in 2022, has led to the provision of a Music Studio, Drama Studio, practical room for Design Technology and Art and Science, as well as a multi-purpose hall.

Deputy Head, Channing Junior School - Job Description

Job Purpose: The Deputy Head plays a key role in the leadership and management of the School, as a member of the Junior School Senior Team (JSST) and also the whole school Senior Leadership Team. The postholder will play a major role in decision making, will initiate and implement policy and will deputise for the Head of the Junior School in her absence. The postholder will take lead responsibility for the wellbeing of staff and pupils in the Junior School, including as the Lead Deputy Designated Safeguarding Lead (DDSL) and line manager of pastoral staff.

Summary of Role:

- Lead responsibility for the wellbeing and pastoral care of pupils and staff, including acting as Lead DDSL
- Responsible for managing the day-to-day smooth running of the school and key events
- Teaching commitment of approximately 30% of the timetable

Reporting Line:

The Deputy Head will be a member of the Junior School Senior Team (JSST) and will report to the Head of the Junior School. The postholder will work closely with JSST colleagues: Deputy Head (Academic), Assistant Head (Co-Curricular), Head of Early Years & Key Stage 1 (HoEY&KSI), Head of Key Stage 2 (HoKS2), as well as the Senior School Senior Deputy Head and Assistant Head (Co-Curricular).

The Head of Early Years & Key Stage 1 (HoEY&KSI) and Head of Key Stage 2 (HoKS2) are members of the Junior School Senior Team (JSST) and hold pastoral responsibility for pupils, as well as oversee the Form Teachers and Teaching Assistants caring for pupils within their respective key stages.

Main duties and responsibilities:

Pastoral Responsibilities

- Oversee and manage the pastoral welfare, care and wellbeing of staff and pupils in collaboration with the HoEY&KS and HoKS2
- As Lead Deputy Designated Safeguarding Lead (DDSL) promote and safeguard the welfare of all pupils across the Junior School, taking the lead on all matters related to safeguarding and child protection, including:
 - acting as the main liaison with local authorities and external agencies;
 - maintaining accurate, up-to-date records;
 - using CPOMS data to identify trends and issues in safeguarding matters;
 - providing advice and support to colleagues, pupils and families

- Collaborate closely with the HoEY&KS, HoKS2, Counsellor, Welfare Assistant and PSHE Lead to ensure cohesive support for pupil wellbeing and personal development, including chairing the fortnightly Welfare Meetings
- In collaboration with the Head of Junior School and HoKSs, regularly review pastoral practices and policies, recommending and implementing changes to meet the evolving needs of the school
- Seek and act on pupil voice when introducing and reviewing pastoral initiatives
- Monitor and review behaviour systems and sanctions, ensuring consistency and effectiveness across the Junior School
- Maintain and analyse records for behaviour, bullying (including online incidents), and attendance
- Promote positive behaviour and address breaches of discipline in line with the school's policies
- Communicate effectively with parents regarding behaviour, sanctions, and attendance, ensuring accurate records of meetings and outcomes
- Oversee pupil leadership roles and the staff supporting these groups
- Collaborate closely with the Assistant Head Co-Curricular to manage and develop the Year 5 Deputy House Captains and Year 6 House Captains, promoting leadership skills and personal growth
- Liaise with the Senior School Senior Deputy Head to ensure consistency in pastoral systems across the school, support smooth transitions for pupils from Year 6 to Year 7 and implement and review whole-school pastoral initiatives
- Take responsibility for the content of policies related to safeguarding, pastoral care, behaviour, discipline, appearance and uniform, in conjunction with the Compliance Manager, and ensure their consistent implementation in the Junior School

Operations Responsibilities

- Oversee the smooth day-to-day operational running of the school, ensuring effective implementation by:
 - Devising arrangements for staff cover (planned and unplanned absences)
 - Communicating plans and expectations to all staff, including supervision duties
- Coordinate the school calendar in collaboration with the Deputy Head (Academic), Assistant Head (Co-Curricular) and Facilities Manager, as well as the Senior School Assistant Head (Co-Curricular)
- Organise, manage and oversee key school events, liaising with relevant staff, including:
 - Assemblies
 - individual/form photographs
 - Open Mornings
 - seasonal events, plays and concerts
 - Sports Day
 - Founders' Day
- Serve as the main point of contact for the Channing Association (parents' association) representatives, attending meetings and supporting their planning of social events, pre-loved uniform sales, and other activities for pupils and parents

Leadership and Management

- Translate into practice the stated aims of Channing School and promote good relationships by sensitive leadership and management of staff
- Lead by example, providing inspiration and motivation, and embody for the pupils, staff, Governors, parents and wider community the vision and purpose of the School
- Provide a professional role model for others, clearly demonstrating effective teaching and high standards of achievement, behaviour and discipline; demonstrate personal commitment to quality and excellence
- Work in collaboration with the JSST to ensure the school is inspection ready, particularly regarding specific areas of responsibility
- Support the Head of the Junior School and the JSST by proofreading reports, in particular to ensure that pastoral care is presented positively and accurately
- Contribute to talks at Open Mornings, 4+ Q&A and the Welcome Evening

- Monitor the delivery of and evaluate effectiveness of provision in all areas of responsibility to inform future developments

Staff Appraisal, Recruitment & Retention and Pupil Recruitment

- Member of the appraisal team for staff: line managing, mentoring, lesson observations and supporting staff to make the most effective use of their skills, expertise and experience
- Assist in the process of appointment of staff: creating schedules, arranging tasks, lesson observations, tours and/or interviews
- Share responsibility for induction and mentoring of new staff including PGCE students and ECTs
- Ensure that all staff have a clear understanding of their roles and responsibilities
- Oversee the content and updating of the Staff Handbook and Supply Teachers Handbook in relation to safeguarding and pastoral matters
- Help to organise and/or administer 4+ arrangements and testing for chance vacancies (Year 1- Year 6) for prospective pupils in collaboration with the Deputy Head Academic, HoEY&KSI and HoKS2

General Responsibilities

- Deputise for the Head of the Junior School in her absence
- Teach approximately 30% of a full timetable. The year groups and subjects will take account of your experience and expertise
- Establish and maintain good links with the Senior School staff, Governors, parents, Channing Association, local schools and the local community
- Attend Junior School and whole-school events including Governors' suppers
- Support the Head of the Junior School and Marketing Department in marketing the Junior School by raising the profile of academic activities via regular internal and external communication, including the weekly Bulletin and the School's social media accounts
- Keep abreast of developments in school leadership and management and changes in DfE, GSA, HMCJ, ISC, and IAPS requirements, informing the Head of the Junior School and other relevant staff as required

You may also be required to undertake such other comparable duties as the Head of the Junior School requires from time to time.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Applications

Applications are to be made via TES.com using the Channing School application form. 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 also be downloaded from the website

<https://www.channing.co.uk/staff-vacancies/>. If you have any queries relating to the position please email the HR department at recruitment@channing.co.uk



Please note that once you submit an application via TES the system will automatically retain your details for a period of six months.

Deadline for applications: 9am Wednesday 4 December 2024

Interviews: Monday 9 or Tuesday 10 December 2024

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.