Bedford Greenacre Independent School

Job Description
Head of Juniors

Responsible to: The Headteacher
Responsible for: Deputy Head Juniors and all Junior staff (including oversight of the Nursery & wrap around provision)

CORE PURPOSE OF POST

- To support the Headteacher in providing professional leadership across BGIS that secures its success.
- To lead the Junior School including day to day running, academic standards, curriculum development and overseeing pastoral support.
- To contribute to the professional culture and ethos of the school. This role also includes the direct line management of teaching staff (including supervision of EYFS staff).
- To help market and promote the Junior School.
- To ensure high quality education for all pupils and improved standards of learning and achievement.
- To lead by example, providing inspiration and motivation, and embody for the pupils, staff, governors and parents the vision, purpose and leadership of the school.
- To oversee the provision of wrap-around care in school.
- **Deputy DSL:**
- To work closely with the Designated Safeguarding Lead and Mental Health Lead to implement robust safeguarding and child protection policies, procedures and practices.
- **EYFS/Nursery:**
- To provide advice to EYFS provision (including the Nursery).
- To promote the transition of Pre-School children to Reception, ensuring the BGIS is seen as an 'all-through' provision.
- To be the Ofsted Registered Person for the Nursery and undertake EYFS supervision of the Nursery Manager and Reception staff.

STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL

Vision

- Demonstrate a commitment to a shared vision for the school;
- Lead by example.
- Inspire and motivate staff, parents, governors and pupils.
- Share the school vision with the other SLT members.

Ethos

- Encourage an ethos which promotes effective teaching and learning and which sustains improvement in the development of all pupils.

Strategic planning

- Work closely with the Headteacher and Business Manager to create and implement a strategic plan for the Junior School, underpinned by financial planning.
- Manage the professional development and training of Junior staff.
- Update school policies as required.
- Contribute to the School development Plan and SEF and provide relevant evidence.
- Assist with the marketing of the school through attendance at Open Mornings, School Events, School Fayres etc.

TEACHING AND LEARNING

Curriculum

- Create and maintain an environment to high standards of behaviour and discipline.
- Provide professional leadership and management of all subjects in order to secure high-quality teaching, effective use of resources and improved standards of learning and achievement for all pupils including

those with SEND.

- Ensure that teachers are clear about teaching objectives, understand the sequence of teaching and learning and communicate this to pupils.
- Support and guide colleagues to select the most appropriate teaching and learning methods and resources to meet the needs of the full range of pupils
- Ensure policies and practices set targets for realistic but challenging improvements.
- Liaise with SEND Department to ensure the best outcomes for SEND pupils.

Monitoring, assessment, recording, reporting and accountability

- Ensure systems are in place for the effective assessment and recording of pupil's progress with reference to the school's current practice and use the results to inform planning.
- Monitor classwork and homework and ensure marking follows the department's policy.
- Use school data to set clear targets for pupils' achievement.

Standards and expectations

- Create and maintain an environment and a code of behaviour which promote and secure good teaching, effective learning, and high standards of achievement and behaviour.
- Collate and analyse pupil performance data, coordinating follow-up actions.

Monitoring and evaluation

- Monitor and evaluate the quality of teaching and standards of learning and achievement of all pupils in order to set and meet challenging, realistic targets for improvement
- Evaluate the teaching in the department; use this analysis to identify effective practice and areas for improvement and, in conjunction with the Headteacher, take action to improve further the quality of teaching.

LEADING AND MANAGING STAFF

Motivate, develop and enable

- Organise regular staff meetings, setting the agenda, ensure that minutes are kept and actions followed up.
- Understand the expectations of other teachers, including subject leaders and SENCOs.
- Liaise with the ECT co-ordinator to ensure that ECTs are properly trained, monitored, supported and assessed.

Professional development and appraisal

- Be instrumental in implementing key areas of the School Development Plan, including leading fully on those areas which are specific to the Junior School.
- Lead professional development of staff through example; support and coordinate the provision of high-quality professional development.
- Implement and sustain effective systems for the management of staff performance, incorporating appraisal and Early Years supervision.
- Maintain the highest standards of academic performance and discipline through managing, implementing and monitoring key processes and ways of working.
- In liaison with the Assistant Head Pastoral, support the strategic pastoral vision for the Junior School, as well as support the management of pastoral support for pupils.
- Work closely with teachers to monitor attendance and punctuality and contact parents as appropriate.
- Liaise with Assistant Head Pastoral and class teachers/Nursery Manager to ensure a smooth transition between years and key stages.
- Oversee the arrangements for introductory meetings and consultation meetings with parents, including tours for prospective parents.
- Work with the PSHE Lead to offer strategic direction and quality assurance of this subject, in the Junior School.

EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES

Recruitment

- Work with the Headteacher to recruit staff of the highest quality; deploy and develop staff effectively to improve the quality of education.

Manage resources

- Manage the department's budget.

- Set appropriate priorities for expenditure on training, allocate resources and ensure effective administration and control.
- Manage, monitor and review the professional development resources.
- Ensure that suitable arrangements are made for staff supervisory duties within the department.
- Work with the Deputy Heads to organise Staff Cover for absent colleagues.

Manage accommodation

- Manage and organise accommodation to ensure that it meets the needs of the department.

ACCOUNTABILITY

Effective communication

- Organise parental consultation meetings for the department in line with school policy.
- Establish and maintain a system of reporting on individual progress in line with the school policy.
- Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post.
- Take the lead on communications for the Junior School, ensuring clear and effective communication between pupils, parents, and staff.
- Maintain strong relationships with parents and provide relevant updates on academic and pastoral matters as needed.

Advice to governors

- Provide information, objective advice and support to the Headteacher and the governing body.

Be accountable for school performance

- Present, when required, a coherent and accurate account of the department's performance for a range of audiences, including governors, the local community, ISA and others.

EYFS/NURSERY:

Core Purpose

- To work closely with the Nursery Manager to ensure high quality provision in the Nursery.

Main Duties

- Work closely with the Nursery Manager, Deputy Manager and EYFS Governor.
- Undertake regular EYFS supervision meetings with the Nursery Manager.
- Be responsible for representing the organisation in its dealings with Ofsted and acting as a single point of contact for the organisation.

DEPUTY DESIGNATED SAFEGUARDING LEAD

Have training, or willing to be trained, in order to fulfil the role of Deputy Designated Safeguarding Lead, taking responsibility for this area across the school in conjunction with the DSL.

Core Purpose

- Ensure the school's child protection policy is known, understood and used appropriately; to lead in providing specialist advice, support and challenge to staff in relation to safeguarding and child protection and manage projects and programmes pertaining to the promotion of children's education, health and well-being.
- Have operational responsibility for the management of referrals to internal professionals and external agencies; attending meetings in relation to safeguarding and child protection.
- Co-ordinate and instruct the Senior Leadership Team in their work in relation to safeguarding and child protection.

Main Duties

- Promote the development of a culture of safeguarding and pupil wellbeing in the school; this includes developing, monitoring and reviewing the internal policies and systems in relation to safeguarding and child protection (including E-Safety).
- Have responsibility for monitoring and assessing the impact of safeguarding and child protection practice at every level in the school and identify risks and communicate those risks to the Headteacher and Designated Safeguarding Lead.
- Receive safeguarding concerns and respond appropriately by ensuring the appropriate reporting procedures are followed and the best interests of the child are prioritised.

- Manage and ensure that initial investigations are carried out in accordance with local and national guidelines.
- Attend multi-agency case conferences, strategy discussions and other safeguarding and child protection meetings.
- Meet regularly with the Safeguarding Governor.
- Liaise with DSL to plan, coordinate and review the provision and interventions for safeguarding children.
- Liaise with DSL to plan and coordinate the early identification of vulnerable children and families.
- Liaise with DSL to produce timely and accurate reports on safeguarding and child protection for the Governing Body.
- Maintain up-to-date knowledge in all areas of safeguarding and related topics.

CONTRIBUTION TO SCHOOL LIFE

Extra-curricular activities

- Contribute to the extra-curricular activities by organising and running at least one club or activity after school.

Pastoral duties

- Organise assembly rota for the Junior School.

School events

- Demonstrate support of the parent-teacher organised events.
- Attend PTFA meetings.
- Help organise and attend all school events throughout the year, which maybe in the evening, weekends or holiday period.

To undertake other responsibilities within the school which the Headteacher may reasonably require.