

St Albans School Job Description

Job Title: Head of Middle School
Reports to: Second Master
Department: Senior Leadership Team
Date: January 2027

1. Purpose of Position

The Head of Middle School is an Assistant Head and member of the Senior Leadership Team, appointed by the Headmaster and reporting to the Second Master. The post holder will provide strategic and operational leadership for the Middle School. They will oversee the wellbeing, pastoral care, discipline, academic progress and wider development of pupils in the Fourth and Fifth Form, ensuring that pupils are supported, challenged and guided effectively through this important stage of their education.

2. Key Responsibilities

The Head of Middle School will discharge the duties and responsibilities expected of all teachers, as set out in the Teacher job description, and will, in addition, undertake the following responsibilities.

2.1 Leadership & Line Management

- Lead the Middle School pastoral team, including Middle School Tutors, ensuring a consistent, high-quality approach to pupil welfare, academic monitoring and communication with parents.
- Line manage, lead, support and develop the Deputy Heads of Middle School, providing clear direction, support and guidance.
- Participate in the selection and induction of Tutors for the Middle School, delegating responsibilities appropriately to the Deputy Heads of Middle School.
- Arrange and chair termly Tutors' meetings and ensure that relevant pastoral, academic and organisational matters are communicated clearly and followed up effectively.
- Contribute as an Assistant Head and member of the Senior Leadership Team to the strategic leadership and operational management of the School.

2.2 Pastoral Care, Behaviour & Pupil Development

- Oversee the wellbeing, pastoral care and discipline of pupils in the Fourth and Fifth Form.
- Liaise with the Second Master and Headmaster on pastoral and disciplinary matters, ensuring that issues are managed promptly, proportionately and in line with School policies.
- Interview and monitor pupils identified as Early Intervention, Concern or At Risk, working with the relevant Deputy Head of Section and other colleagues as appropriate.
- Maintain an overview of pupil welfare across the Middle School, identifying patterns, concerns and opportunities for further support.
- Oversee the running of Pupil Councils in both year groups, attending meetings as appropriate and collating minutes for discussion with the Senior Leadership Team.
- Organise, with the Deputy Heads of Middle School, regular section and/or year group assemblies.
- Organise, with the Deputy Heads of Middle School, the Middle School leaders and mentoring programmes.
- Promote high standards of conduct, personal responsibility, respect and engagement among pupils in the Middle School.

2.3 Academic Progress, Curriculum & Enrichment

- Maintain an overview of the curriculum within the Middle School and its impact on pupil progress, engagement and development.
- Monitor the academic progress of pupils and liaise with the Deputy Head - Academic and the Assistant Head - Data and Curriculum as necessary.
- Liaise with the Assistant Head - Data and Curriculum, the Deputy Head - Academic and the Headmaster on curriculum matters affecting pupils in the Middle School.
- Report to the Head of Learning Support any concerns regarding pupils' possible special educational needs.
- Liaise with the Head of PSHEE to contribute to the development and delivery of PSHEE within the Middle School.
- Manage the continued development of an academic enrichment programme to stretch and challenge the most able pupils.
- Be responsible for the maintenance and development of appropriate pupil records.
- Oversee the Middle School Diploma programme.

2.4 Admissions, Induction & Transitions

- Participate in the selection process for candidates applying for entry into the Fourth Form and advise the Headmaster on decisions concerning admission and offers of places.
- Liaise closely with the Registrar in respect of Middle School admissions.
- Take overall responsibility for the induction of pupils new to the School who join the Middle School.
- Where appropriate, organise induction meetings for parents of new pupils.
- Support effective transition into, through and beyond the Middle School, ensuring that pupils and parents receive clear information and appropriate guidance.
- Participate in the selection of forms with the Head of Third Form and ensure the onward transmission of all relevant information to new Tutors.
- Liaise with the Head of Sixth Form about the selection of forms and ensure the onward transmission of all relevant information.

2.5 Examinations, Events & Organisation

- Liaise with the Assistant Head – Staff and Operations regarding the coordination of end-of-year and mock examinations.
- Support the Exams Office in supervising arrangements for GCSE examinations.
- Ensure that all diary entries for the Fourth and Fifth Form are entered into the Forward Planner before the published diary deadline a term in advance.
- Organise, with the Deputy Heads of Middle School, the Fourth Form Enrichment Week and other trips and visits for the Section as appropriate.
- Be responsible for the organisation of Fourth and Fifth Form Parents' Consultation Evenings.
- Organise, with the Deputy Heads of Middle School, the Fourth Form Parents' Social.
- Organise, with the Deputy Head - Academic, the Fifth Form Choices Evening.
- Assist the Head of PSHEE, together with the Second Master and the Heads of Lower School, Third Form and Sixth Form, in organising termly events for parents on pastoral matters.
- Represent the School at marketing and recruitment events, where appropriate.

2.6 Parent Communication & Reporting

- Ensure that prompt contact is made with parents when appropriate.
- Ensure that the work and activities of the Middle School, its pupils and staff are known to the School and to parents.
- Be responsible for the writing of letters to parents following Fourth Form Early Intervention, Fourth Form end-of-year examinations, and Fifth Form Parents' Consultation Evening for At Risk pupils.
- Check end-of-term reports written by subject teachers and tutors and write the Head of Section report as and when required by agreement with the Headmaster.
- Maintain effective, professional and constructive communication with parents in relation to pastoral, academic and organisational matters.

2.7 Safeguarding

- Act as a Deputy Designated Safeguarding Lead, reporting to the Designated Safeguarding Lead, with particular responsibility for safeguarding matters in the Middle School in accordance with the School's Safeguarding Policy.
- Ensure that safeguarding concerns relating to pupils in the Middle School are responded to promptly and appropriately, in consultation with the Designated Safeguarding Lead and other relevant colleagues.
- Promote a culture in which pupils feel safe, supported and able to raise concerns.

2.8 Professional Development & Accountability

- Engage in the School's appraisal, review and professional development processes.
- Remain informed about developments in pastoral care, adolescent wellbeing, safeguarding, teaching and learning, and independent school practice.
- Model the highest standards of professional conduct, discretion, integrity and commitment to the School's ethos.
- Undertake other reasonable duties as required by the Headmaster or Senior Leadership Team, in line with the seniority and responsibilities of the post.

3. Key Performance Indicators

- Effective leadership of the Middle School, demonstrated through high standards of pupil welfare, behaviour, engagement and academic progress.
- Strong and consistent pastoral provision across the Fourth and Fifth Form.
- Timely and effective management of pupils identified as Early Intervention, Concern or At Risk.
- Clear, professional and proactive communication with parents, staff and pupils.
- Effective line management and development of Deputy Heads of Middle School and Middle School Tutors.
- Successful organisation of Middle School events, induction arrangements, parent meetings, assemblies, enrichment activities and examinations support.
- Accurate maintenance and use of pupil records, pastoral information and academic monitoring data.
- Positive feedback from pupils, parents, colleagues and line managers.
- Effective contribution to the Senior Leadership Team and wider strategic development of the School.
- Fulfilment of Deputy Designated Safeguarding Lead responsibilities in line with School policy and statutory expectations.
- Upholds the Teachers' Standards for personal and professional conduct, acting with integrity, promoting safeguarding and contributing positively to the wider School community.

Note: This job description is not exhaustive. It may be reviewed or amended from time to time, in consultation with the postholder, to reflect the evolving needs of the school.

Knowledge/Skills/Abilities

Essential

- An excellent classroom practitioner with a successful track record of helping pupils to achieve their best.
- Experience of middle leadership at Head of Year/Head of Department level or higher.
- Proven track record of successfully managing, motivating and developing pupils, including providing pastoral support.
- Experience or clear understanding of pastoral issues affecting adolescents.
- Ability to think strategically and drive improvements in pupil welfare and their wider learning experiences.
- Excellent interpersonal skills, including the ability to work with tutors, staff, pupils and parents and communicate clearly and effectively.
- Hard working with the capacity for balancing a wide range of issues, demands and competing priorities.
- Forward thinking with excellent planning and organisational skills.
- Strong commitment to the School's motto, ethos and values.
- Discreet with personal integrity.
- Natural authority with the ability to lead pupils and tutor teams by example.
- Approachable and measured in manner with the ability to set high standards whilst forming strong working relationships with pupils, colleagues and parents.
- Reflective about professional practice.
- Commitment to continuing professional development.
- Organisation, discretion, resilience, flexibility and attention to detail.
- Excellent skills in oral and written communication.
- Confident proficiency with using Microsoft Office, especially Outlook, Word and Excel. Training will be provided on the School's Management Information System, VLE and Microsoft Teams and OneNote, if required.

Desirable:

- Experience as a Deputy Designated Safeguarding Lead or in a significant safeguarding leadership role.
- Experience of leading a year group, section or substantial pastoral team.
- Experience of working with admissions, pupil transition or induction processes.
- Experience of leading pupil voice, mentoring, enrichment or academic extension programmes.
- Post-graduate academic and/or teaching qualification

Safeguarding children

St Albans School is committed to safeguarding young people and promoting the welfare of children. The appointee's responsibility for promoting and safeguarding the welfare of children and young persons for whom they come into contact will be to always adhere to and ensure compliance with the School's Safeguarding Policy and procedures. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the School, they must report any concerns to the Headmaster or to the Designated Safeguarding Lead (DSL).