

Job Description

Name		Department	Junior School
Job Title	Head of Junior School	Reporting to (Job Title)	Headmaster
Grade	GHS LA	Date of Description	November 2019

Purpose of the role	<p>In just one or two sentences, try and capture the essence of why the job exists</p> <p>To be responsible for the leadership, management, effective and efficient day-to-day operation of the Junior School, its staff and pupils.</p>
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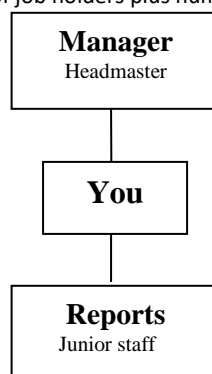
Key Accountabilities

Accountabilities What is done..... To what/whom...With what outcome.	Measures of Success The measures by which success can be judged
To deputise for the whole school during the Headmaster's absence. Also lead in all matters relating to the Junior school so that there is effective whole-school leadership during Headmaster's absence and within the Junior school at all times.	Evidence that the school functions effectively during the Headmaster's absence. Junior School at all times.
To maintain an awareness of curriculum, social and welfare issues at school, in Kent/Medway and nationally and use this information to monitor and review Junior school operations and to advise the Headmaster on Junior school matters.	Evidence of regular monitoring & review of school systems in response to local & national issues.
To use a system of assessments, target setting, test data, pupils' work, and other data to maintain and improve the quality of pupil learning, attainment and progress.	Evidence of regular monitoring & review of data in order to seek improvements.
To use a system of observations, assessment & appraisal to maintain and improve the quality of teaching within the Junior school.	Evidence of regular monitoring & review of data to influence changes in order to seek improvements.
To monitor, evaluate and review pupil welfare. To include: discipline, effectiveness of school rules, absences, rewards and sanctions etc. Liaise with parents (or other agencies) regarding pupils' admission to the school, their welfare and general progress. To ensure pupils are best able to focus on learning and make good progress. To provide safeguarding oversight of the Junior School as a Deputy DSL.	Evidence of regular monitoring & review of data to influence changes in order to seek improvements.
As a member of the senior management team to be line manager to Junior school staff to ensure staff performance is effective. To attend Governor's meetings to report on	Evidence of regular monitoring & review of performance to seek improvements. Evidence

progress and matters relating to the Junior school. To organise and chair Junior school assessment meetings so that staff and pupils are informed of progress and targets for future success.	of reports to Governors. Evidence of effective assessment meetings.
To ensure a programme of events - including assemblies, plays, concerts, meetings, debates, parents' evenings - take place to enhance pupil learning & enjoyment and to raise the profile of the Junior School.	Evidence of a range of successfully managed events.
Ensure the effectiveness of learning support within the school and that systems for pupil improvement and support are in place and effective Liaise with Inclusion co-ordinator, learning support tutors and subject tutors as appropriate to ensure pupils in need of learning support are identified and supported and make good progress.	Evidence of effective liaison with & monitoring & review of Inclusion department.

Reporting Structure – Direct Reports who report into you

(either draw the chart or write the titles of job holders plus numbers if more than 1, who report into you)



Required Knowledge, Skills & Experience

What the job holder must know, what experience the job holder must have and what the job holder must be able to do in order to achieve the principal Accountabilities

Experienced classroom teacher

Management experience within teaching role (Head of Department / Faculty etc)

Able administrator

Understood and accepted.

Signature

Name

Role Holder

Line Manager

Dated
