



Westbourne School Academic Staff Job Description

Job Title: Head of Junior School

Reports to: Headteacher

Job purpose: Leading Junior School including day to day running and academic standards, teaching pupils, curriculum development, overseeing pastoral support and leading extra-curricular activities and contributing to the professional culture and ethos of the school. This role also includes the direct line management of teaching staff.

This job description forms an integral part of the Appraisal process carried out annually by the Headteacher/SMT.

Key Responsibilities

Leadership and Management

- To be instrumental in implementing key areas of the School Development Plan, including leading fully on those areas which are specific to the Junior School.
- To be responsible to the Headteacher for the academic and pastoral development of each pupil within the Year Groups across the Junior School.
- Understand and apply the school's Safeguarding and Health and Safety Policies in all aspects of school life. Liaise with the Safeguarding Committee as appropriate. If necessary, undergo relevant training and hold the role of Designated Safeguarding Deputy.
- Work closely with SLT and SMT, contributing fully to these meetings and being heavily involved in operational planning, and strategic development, of the whole school.
- To maintain the highest standards of academic performance and discipline of each pupil within the Year Groups, through managing, implementing and monitoring key processes and ways of working.
- To liaise closely with the Senior School Head over academic issues, and the Whole School Deputy Head on all other issues.
- To work closely with the Assistant Heads to maintain positive attitudes to learning within all year groups and to encourage participation in academic enrichment activities.
- Lead on communications for the Junior School and ensure clear communication between pupils, parents and staff, maintaining close links with parents and communicating effectively information on academic and pastoral issues as required.
- In liaison with the Assistant Head:Academic, support the collation and analysis of all pupil performance data and coordinate follow up actions.
- In liaison with the Assistant Head: Pastoral and Learning Support, support the strategic pastoral vision for the Junior School, as well as support the management of pastoral support for pupils and their families.
- To work closely with teachers to monitor attendance and punctuality and contact parents as appropriate.
- To encourage pupils to participate in co-curricular activities and to take an active interest in supporting members of the Junior School in such activities.
- As appropriate, to liaise with class teachers, and also the Head of Middle School, to ensure a smooth transition between years and key stages.
- Work with the Assistant Heads to ensure that teachers receive all relevant information on new pupils entering the school.



- Attend both SLT and SMT meetings chaired by the Headteacher.
- To ensure that a Junior School Council meets on a half termly basis and feeds back to the SLT.
- To be involved, as appropriate in the induction process for new staff.
- As and when required to help with the marketing of the school through attendance at Open Days, School Events, School Fairs etc. To set the highest professional standards in presenting a positive view of the merits of Westbourne School.
- To oversee the arrangements for introductory meetings and consultation meetings with parents, including tours for prospective parents.
- To work with the PSHE and Assembly Coordinator to offer strategic direction and quality assurance of these areas, in regards to the Junior School.
- Write, communicate, implement and review documentation e.g. a policy, development plan for your area/s of responsibility.
- Work closer with the Bursar and Headteacher regarding strategic financial decision-making linked to the Junior School.
- To undertake other responsibilities within the school which the Headmaster may, from time to time, reasonably require.

Please note that the following four areas of key responsibility are more generic in approach and are relevant for all academic staff at Westbourne School.

Professional conduct, relationships & attitude

- Model the Westbourne Values, demonstrate a growth mindset and contribute to the professional culture of the school.
- Develop relationships and strengthen partnerships with pupils, parents and the wider community to promote Westbourne School.
- Market the school and liaise effectively with the Marketing Manager/Committee to help recruit and retain pupils.
- Put the needs of pupils before other considerations and support their social and emotional development.
- Behave and communicate in a professional manner at all times and be supportive towards colleagues.
- Arrive promptly at the start of the school day and to all lessons, duties (including cover lessons), briefings and meetings.
- Demonstrate a commitment to professional development by sharing effective practice and taking part in relevant activities to develop professional skills, knowledge and understanding.
- Understand and follow all school policies and procedures as laid down in the Staff Handbook.
- Undertake any reasonable requests as directed by the Headteacher.

Teaching & learning

- Understand and incorporate Westbourne's principles of effective teaching and learning into everyday practice.
- Create and manage an effective, orderly and safe learning environment including appropriate displays to aid learning and celebrate achievement.



- Understand and apply the school's Safeguarding and Health and Safety Policies in all aspects of school life. Liaise with the Safeguarding Committee as appropriate.
- Promote British values within the context of a multicultural society.
- Provide effective learning opportunities that inspire all pupils, differentiating delivery according to the needs of individuals.
- Liaise effectively with staff responsible for pupils on the Learning Support and More Able Pupil (MAPs) registers.
- Plan, set, assess and mark relevant and engaging home learning activities to reinforce and extend learning.
- Set high expectations and be accountable for the behaviour and academic progress of all pupils within your care.
- Identify pupils in need of additional intervention, plan for and provide this within lessons and/or at other times.
- Provide cover for colleagues as directed by SMT.

Planning, assessment & development

- Contribute to and keep detailed records including long, medium and short term curriculum planning for the appropriate year group in accordance with the agreed framework and in line with the Curriculum Policy.
- Use formative assessment to identify pupils' strengths and areas for development, guide future learning opportunities and give feedback in line with the school's policy to ensure students make acceptable progress.
- Complete summative assessments in line with the school's assessment calendar, using this data effectively to identify pupils' strengths and areas for development, implementing interventions where appropriate.
- Report to parents in line with the Assessment and Reporting Policy.
- Contribute to the development of policies and initiatives as set out in the Whole School and Junior/Senior School Development Plans.
- Participate in the Review and Development process to and be proactive in personalising professional learning and maintain an accurate, up to date record of all professional development opportunities.

Beyond the classroom

- Attend and contribute to relevant briefings, meetings, INSET and CPD activities.
- Attend school functions, concerts and events as appropriate.
- Lead assemblies, enrichment and extra-curricular activities in accordance with the expectations in the Staff Handbook.
- Supervise pupils in after school prep sessions and at break or lunch times as requested.
- Develop, lead and manage opportunities to extend learning via educational visits, 'theme days', or external speakers, as appropriate.

Qualifications and Experience

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| Desirable/Preferable |
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Experience of leading team members, and programmes, at a middle or senior leadership level

Experience in curriculum development and program administration

Excellent communication and organisational skills

Experience of pastoral leadership

Note: This job description is not intended to be all-inclusive. The employee may perform other related duties as negotiated to meet the ongoing needs of the organisation.