

Head of the Junior School – Job Description and Person Specification

The Head of the Junior School is responsible to the Headmaster of Pitsford School and is part of the whole School Senior Leadership Team (enjoying a status in the whole school on a par with a Deputy Head). The Head of the Junior School is supported by the Bursar, the Head of Marketing and the Registrar in the effective execution of their duties.

The Junior School is part of an ‘all through school’ and therefore its Head is expected to model, communicate and exemplify the values and ethos as described by the Headmaster of Pitsford School. The Head of the Junior School is expected to contribute to the whole school leadership and management, to ensure that the Junior School plays its full part in the success of a Pitsford School.

This job description should not be seen as prescriptive or exhaustive but aims to give an overview encompassing the key areas of responsibility.

Job description

As Head of the Junior School

- ❖ To give strategic direction, leading and managing the Junior School, to ensure that all the pupils have the very best care, have access to an inspiring curriculum and achieve the highest standards.
- ❖ To get the very best out of every child, ensuring that all pupils are happy and focussed on maximising their abilities and talents with a structured and challenging environment.
- ❖ To foster and maintain a safe, happy and purposeful atmosphere across all aspects of the school’s life for the children, staff and parents.
- ❖ To lead and promote excellence and innovation in teaching and learning through the monitoring, reviewing and evaluation of classroom practice and individual pupil progress.
- ❖ To maintain and enhance the School’s reputation as one that achieves high academic standards and that offers an exceptional programme of co-curricular activities, which offers great breadth to the curriculum and provides meaningful and satisfying wrap-around care as part of our core offer.
- ❖ To recruit pupils who will gain from and contribute to the educational opportunities offered and to keep the Junior School operating close to capacity.
- ❖ To recruit, motivate and manage the Junior School staff, to ensure that high standards are maintained working as a team and contributing to the wider life of the whole School.
- ❖ To manage all aspects of communication and contact with parents, continuing the established and positive partnerships so important for the welfare and development of every child.

- ❖ To work with the Head of Marketing and the Registrar to develop and implement marketing strategies to celebrate pupil achievements, extend the reach of the School's impact, develop relationships with other schools and achieve the best possible partnerships with the wider community.
- ❖ Exercise sound financial judgement by working with the Bursar and ensuring that the administration is efficient, effective and proactive.
- ❖ To ensure that the School's policies and practices are fully compliant with ISI regulations and national and local regulations.

As part of the wider Senior Leadership Team

- ❖ To contribute effectively to the Senior Leadership Team and play an active part in developing whole School strategies.
- ❖ To serve on the relevant Governors' committees as determined by the Headmaster.
- ❖ To report accurately, regularly and fully to the Headmaster and, when relevant, to the Board of Governors to ensure that they meet their responsibilities for securing effective teaching and learning and improved standards of achievement.

The Head of the Junior School has a teaching commitment with supported time in place to allow them to lead and manage.

The Head of the Junior School will be line-managed by, and report to, the Headmaster and will be expected to undertake any reasonable tasks that he deems necessary.

Person Specification

The successful candidate will:

- ✓ Be a graduate (or equivalent) with Qualified Teacher Status and be an outstanding classroom practitioner with the proven ability to inspire pupils.
- ✓ Be able to command the respect of pupils, staff and parents through excellent communication, sound professional judgement and resilience under pressure.
- ✓ Have current or recent experience at a senior level in the primary sector, and be able to demonstrate awareness of educational issues affecting the independent and maintained sectors.
- ✓ Be given an energetic leader with the confidence to inspire pupils, parents and staff.
- ✓ Have the ability to create and articulate an ambitious but achievable strategic vision for the Junior School.
- ✓ Be able to translate strategic vision into agreed objectives and sustainable operation developments.
- ✓ Be unfailingly committed to the academic, personal and social development of every child with a secure understanding of the needs and concerns of primary aged children
- ✓ Be committed to securing and sustain excellence in standards of teaching and learning.
- ✓ Demonstrate sound principles of management through the establishment of high standards and expectations, the use of performance management and effective delegation.
- ✓ Be able to market and represent the School effectively through excellence communication to prospective and current parents, including the media.
- ✓ Demonstrate personal warmth and empathy and the ability to deal sensitively with the

management of colleagues.

The following additional qualities are also desirable

- ✓ Current or recent management experience within an 'all through' school.
- ✓ Evidence of a personal commitment to continuous improvement.
- ✓ Experience of increasing a school's market share.
- ✓ Experience of the proactive and successful management of change.

Terms of Employment

The Headmaster, supported by other members of the Leadership Team and an external advisor, will make the appointment of the Head of the Junior School.

The salary will be commensurate with the qualifications and experience of the person appointed. There will be assistance with reasonable relocation expenses. The Head of the Junior School will be eligible for the remission of fees at Pitsford School for any children of school age and will be provided with private medical insurance for their family. The School makes contributions to the Teachers' Pension Scheme.

The appointment can be terminated by two terms notice on either side

Pitsford Junior School
Recruitment Process 2022