

## **JOB DESCRIPTION**

### **ASSISTANT HEAD JUNIOR SCHOOL (EYFS & KS1)**

#### **REPORTS TO: DEPUTY HEAD**

#### **MAIN PURPOSE:**

1. To oversee and co-ordinate all events in the Junior School and ensure the smooth daily operation of the section.
2. To act as liaison between SLT and Junior School staff and to represent the Junior School on the SLT.
3. To manage the staff, children, premises and resources of the Junior School and be the point of contact for parents.
4. To monitor the teaching, learning and academic progress of pupils in the Junior School.
5. To oversee the pastoral care of children and staff in the Junior School.

#### **ACCOUNTABILITIES:**

1. To communicate all relevant Nursery - Year 2 matters at weekly SLT meetings.
2. To have main responsibility and oversight of the direction and development of the Junior School.
3. To update the Staff Handbook with the Deputy Head and ensure that all staff in the Junior School adhere to the school principles and policies documented within.
4. To lead regular meetings for Junior School Staff and ensure that they are informed of any decisions made at SLT.
5. To co-ordinate the roles and duties of the Teaching Assistants in the Junior School.
6. To liaise with the Assistant Head Senior School to support the transition arrangements for pupils from Year 2 to Year 3.
7. To be responsible for the Junior School budget, monitoring the use and availability of resources and the purchase of new resources from the budget.
8. To organise and oversee all significant events within the Junior school, liaising with the Deputy Head where necessary and disseminating the appropriate information on to all relevant staff and parents.
9. To communicate relevant information to parents as appropriate and in timely fashion.
10. To work with the Assistant Head Senior School on the production of a Parents Handbook and to provide information on the operations of the Junior School accordingly.
11. To set and oversee the implementation of the timetable for Junior School in liaison with the Deputy Head and Assistant Head Teaching & Learning.
12. To oversee Admissions to the Junior School in association with the Director of Admissions & Marketing.
13. To resolve problems within the Junior School for both staff and pupils.

14. To respond to and address the concerns of parents, as second point of contact after form tutor and keep the Head informed accordingly.
15. To act as a sounding board for staff in the Junior School.
16. To liaise with Heads of Department and Junior subject co-ordinators and ensure that documentation and advice is in place.
17. To monitor the planning and record-keeping of all Junior School staff and ensure that appropriate assessments are carried out.
18. To monitor the attendance and behaviour of Junior School staff and liaise with the Deputy Head with regards to cover requirements.
19. To monitor the behaviour and discipline of pupils within the Junior School and recommend appropriate strategies where relevant.
20. To support the work of the SENDCO and be available to meet parents at consultation evenings and IEP meetings.
21. To contribute to the School Development Plan, Strategic Objectives and Inspection Self Evaluation, with comments relevant to the Junior School.
22. To ensure that all aspects of the Junior School provision are compliant and in keeping with ISSRs.
23. To offer pastoral support to pupils and staff within the Junior School.
24. To act as Mentor and Appraiser of staff in the Junior School.
25. To keep the school website updated with Junior School material.
26. To ensure the collation of Junior School material for the school magazine.
27. To lead Junior School Assemblies when appropriate.
28. Contribute to the professional development of Junior School staff.
29. To advise and assist with recruitment of Junior School and whole school staff.
30. To proofread all junior School reports.
31. To prepare reports and feedback for Governors as requested by the Headmaster.
32. To coordinate duties for Junior School staff, ensuring that all ratios are met.
33. To ensure that Wind Town Time is appropriately staffed.
34. Be front of house at events as required.
35. To teach up to a 40% timetable.
36. To represent the Junior School on the Safeguarding Team as Deputy DSL.

#### **SUCCESS CRITERIA:**

1. Junior School operates successfully on a daily basis.
2. Minimal number of concerns and problems from parents of children in the Junior School.
3. Excellent communication ensures that Junior school staff are fully informed of school developments and requirements.
4. All children are making good academic progress and are well cared for by all staff and progress seamlessly into the Senior School.
5. The Junior School is a happy and purposeful environment for all associated with the department.