

The Federation of Boldmere Schools

Cofield Road · Sutton Coldfield · B73 5SD

Our Vision: The Federation of Boldmere Schools empowers all children to embrace learning; achieve their personal best; and build their social, emotional and physical wellbeing.

Job Description: Junior Head of School **Grade/ Scale: L14 – L18**

Duties and Conditions:

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. This job description in line with the roles and responsibilities document, may be modified by the Executive Headteacher, with the post holder's agreement, to reflect or anticipate changes in the job, as the description of requirements given below is not an exhaustive list of this leadership post.

Responsible to: the Executive Headteacher and the Governing Board.

Responsible for: All day-to-day operational activities along with the effective leadership of teaching and support staff within the school under the description provided by the Executive Headteacher.

- To lead and undertake the professional responsibilities of the Head of School in accordance with the Teacher's Pay and Conditions document as directed by the Executive Headteacher.
- In the absence of the Executive Headteacher, to take some responsibility as that of the Executive Headteacher, for the running of the schools.
- To work with and support the Executive Headteacher in the internal organisation and management of the school, ensuring high level leadership and communication.
- To support the supervision and effective deployment of teaching and support staff in relation to conditions of service.
- To inspire high quality teaching and learning with the ability for modelling excellent primary practice.
- To contribute to the school's strategic development as a key member of the school's leadership team.
- To meet all aspects of the Teachers Standards as required. To be able to cover or support teaching as required.
- To work collaboratively at all times with the Head of School and SLT at Boldmere Infant and Nursery School.

1. Shaping the Future

- To support the Executive Headteacher and governors in establishing and achieving our vision for the future of the school; demonstrating inspirational leadership and creativity.
- To support and promote the aims and ethos of the school.
- To play a leading role in the school improvement process and the effective management of change.
- To be able to identify strengths and weaknesses in systems and staff, and support and intervene as appropriate.
- To assist the Executive Headteacher and governors with the production, implementation and review of the School Development Plan & School Self Evaluation

Plans, leading identified areas where identified.

- To contribute to the ongoing process of school self-evaluation.
- To play a significant role in formulating the aims and objectives of the school and establishing the policies through which they will be achieved.
- To support the Executive Headteacher in maintaining and developing the excellent reputation of the school at all times, both internally and externally.
- To support the Executive Headteacher and Lead Staff in the development of a broad, rich and appropriate curriculum.
- Act as a Critical Friend to the Executive Headteacher, demonstrating high standards of personal integrity, loyalty, discretion and professionalism, supporting decisions of the Executive Headteacher and Governing Body.
- Ensure there is a seamless blend of education across the Federation of Boldmere Schools.

2. Leadership and Management:

- To undertake the professional duties of the Executive Headteacher in the event of his absence from school for a prolonged period of time.
- To work effectively and collaboratively at all times with the Head of School at Boldmere Infant and Nursery school.
- To work actively and effectively with governors, parents, carers, teaching staff, support staff and administration staff.
- To promote and model the implementation of and to uphold whole school policies, including behaviour and anti-bullying.
- To play a leading reviewing and mentoring role in the school's performance management cycle.
- To monitor and evaluate all aspects of Teaching and Learning and classroom practice.
- To assist with the induction of new staff into the school.
- To assist the governors and the Executive Headteacher in the process of appointing new staff as appropriate.
- To initiate and implement change enthusiastically, motivating others as appropriate.
- To plan, prioritise and organise effectively.
- To communicate effectively orally and in writing, to a range of audiences.
- To develop and exhibit a good understanding of whole school issues including curriculum, personnel, financial and premises matters.
- To co-ordinate the curriculum in the school, ensuring it fulfils statutory requirements, but is also broad, balanced, exciting and creative, working alongside subject leaders to ensure it is dynamic, relevant and truly cross-curricular.
- To support the Executive Headteacher in the everyday running of the school, including all day-to-day operational activities of the school.
- To be aware of and comply with the school's policies and procedures relating to child protection and safeguarding, health and safety, confidentiality and data protection, reporting all concerns to the appropriate person.
- To lead staff meetings, staff development sessions and team meetings as appropriate and be responsible for ensuring these are planned effectively and relevant actions agreed and followed up.
- To set a good example in terms of dress, punctuality, attendance and professional attitude.

3. Leading Learning & Teaching

- Manage the quality of learning and teaching across the school, working closely with senior and middle leaders, validating their findings around teaching and learning, standards and behaviour, sharing findings with the Executive Headteacher and

Governors.

- Take a leading role in monitoring, reviewing and evaluating practice to ensure that provision, expectations and standards are high across school. This will be through analysis of lessons, planning, books, assessments, pupil progress meetings and talking to all stakeholders.
- To keep up to date with current curriculum developments.
- To engage in relevant professional development activities as necessary.
- To assist the Executive Headteacher in monitoring the quality of teaching and learning within the school, taking appropriate action where necessary.
- To share the responsibility for the tracking and target setting process for all pupils, including the analysis of assessment data.
- To keep up to date with new initiatives, attending Inset courses, where appropriate, and disseminating information to staff.

4. Pupils

- To encourage a consistent, positive approach to the pastoral welfare of all pupils.
- To promote the good behaviour of all pupils working with colleagues, parents and the community.
- To set the highest possible standards of classroom practice and management as an exemplar to other colleagues.
- To liaise and conduct meetings with parents of pupils whose behaviour or attendance is causing concern.
- To promote and safeguard the safety and welfare of the children and staff.
- To support and signpost additional professional help for families experiencing issues which impact on their children.
- To ensure the maintenance of a structured environment for effective teaching and learning, for good behaviour and for pupils' spiritual, moral, cultural, social, intellectual, and physical development.
- To ensure that the curriculum being delivered is fit for the context of the children at our school and is enriched through a number of other opportunities, such as before and after school clubs, residential etc.
- To ensure that you are meeting all statutory obligations at all times.

5. Staffing

- To contribute to the continued development of the Leadership Team across the Federation of Boldmere Schools.
- To support the Executive Headteacher in ensuring acceptable standards of professional performance and conduct are established and maintained throughout school.
- To assist the Executive Headteacher in developing a culture of professional teamwork across the school.
- To take a team leader role in Performance Management and to facilitate continued professional development, providing effective feedback, which recognises good practice and supports their progress against professional and performance management objectives resulting in a tangible impact on learning.
- To foster good working relationships with staff, ensure effective communication and help promote welfare, morale and motivation of all staff within the context of equal opportunity.
- To offer leadership, guidance and support to staff in relation to teaching and learning and positive behaviour management.
- To actively promote the inclusive ethos of the school, provide a professional role model for all staff and support the Executive Headteacher in creating and maintaining a school climate that is supportive of staff, pupils, parents and the community, which we serve.

6. Resources & Budget

- In liaison with the Executive Headteacher to be responsible for budgets pertaining to identified aspects.
- To ensure that 'best value' for money is being achieved at all times.
- To be involved in all aspects of the school's development and improvement by assisting the Executive Headteacher and Governors in setting the budget in line with the School Development and particular areas of priority that are identified.
- To advise the Executive Headteacher about resources needed as appropriate.
- To support all Health and Safety aspects of the school and inform immediately of any concerns that may need.
- To effectively deploy all resources at your disposal so that there is an impact upon the quality of teaching and learning in the school.
- To manage allocated budgets accordingly to ensure that the school does not go into deficit at any point.

7. Community

- To support community cohesion and outreach work to support a culturally diverse school and community
- To attend Governing Body meetings in an associate or co-opted role, and committee meetings as required
- To support the induction of new pupils and parents into the school
- To contribute to the development of the Teaching School Hubs, working closely with other local schools to improve teaching and learning, and personal development skills, including leading programmes and modelling teaching.
- To maintain the positive links with our incredibly supportive PTA.

8. Other

- To undertake other duties and responsibilities of an equivalent nature as may be determined by the Executive Headteacher
- To take on the role of DPO and undertake relevant training.

The Federation of Boldmere Schools:
Boldmere Infant and Nursery School and Boldmere Junior School
Executive Head: Mr Carl Glasgow
Telephone: 0121 464 2338/3656 Fax: 0121 464 4342/1344
Email: enquiry@boldmere-inf.bham.sch.uk / enquiry@bldmerej.bham.sch.uk