

<b>Role</b>	<b>Deputy Head of the Junior School</b>
<b>Job Purpose</b>	<b>To support the Head of Junior School so that all pupils have the best possible care, have access to a broad and balanced curriculum and achieve the highest standards, in line with the ethos of the school</b>
<b>Accountable to:</b>	<b>Head of Junior School</b>
<b>Responsible for:</b>	To be discussed
<b>Accountabilities</b>	<p><b>1. Policy/Strategic direction and development</b></p> <ul style="list-style-type: none"> <li>a. Assist the Head of the Junior School in translating the whole school vision into agreed objectives within the Junior School (to include the formulation and implementation of the Junior School Development Plan).</li> <li>b. Assist the Head in maintaining a regular review of subject and other school policies and development plans to ensure that policy and planning take account of the school's developing needs and are appropriate to the full range of pupils' needs.</li> </ul> <p><b>2. Teaching and Learning</b></p> <ul style="list-style-type: none"> <li>a. Be a lead practitioner in establishing creative and effective approaches to teaching and learning.</li> <li>b. Oversee a programme of curriculum improvement, to ensure that all pupils have access to an exciting, innovative and relevant age/phase curriculum, (in consultation with the Head of Junior School and the Leadership team).</li> <li>c. Be instrumental in developing and raising/maintaining high standards for all pupils.</li> <li>d. Take a lead role in the monitoring of lessons, giving feedback and subsequent follow up, as required</li> <li>e. Ensure that staff are kept abreast of curriculum developments, including National initiatives and ICT developments.</li> <li>f. Ensure the smooth running of the extra-curricular programmes and effective liaison with staff and parents.</li> <li>g. Undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher as outlined in the general job description.</li> </ul> <p><b>3. Leadership and Management of self and others</b></p> <ul style="list-style-type: none"> <li>a. Assist the Head of the Junior School in the daily operational management of the School, and deputise in her/his absence, including attending, and leading as required, planning meetings, staff meetings, curriculum meetings, relevant senior school link meetings and parent meetings.</li> <li>b. Manage the day to day academic and pastoral roles of colleagues, e.g. Key Stage/Phase co-ordinators, subject leaders.</li> <li>c. Take a lead role in staff performance review and professional development which deliver intended and agreed outcomes.</li> <li>d. Oversee communication and links between Junior School staff, and between Junior and Senior School staff, including at Key transition points.</li> <li>e. Help maintain a culture of collaboration and high expectation.</li> <li>f. Assist in the selection process of new staff for the Junior School to ensure that high standards of teaching and learning are maintained.</li> </ul>

	<p>4. <b>Monitoring, evaluation &amp; assessment</b></p> <ul style="list-style-type: none"> <li>a. Manage and organise the assessment procedures in the Junior School.</li> <li>b. Monitor, and evaluate data on pupil progress and attainment in consultation with phase/subject coordinators, and ensure assessment data is used purposefully to inform and improve learning and teaching.</li> <li>c. Assist in the assessment of prospective pupils.</li> </ul> <p>5. <b>Training &amp; development of self and others</b></p> <ul style="list-style-type: none"> <li>a. Maintain a culture of high expectations for self and others.</li> <li>b. As a lead professional, regularly review own practice, set personal targets and take responsibility for own continuous professional development.</li> <li>c. Assist the Head of the Junior School in identifying individual staff and departmental training needs in line with the School Development plan, including induction, and arranging for them to be met.</li> </ul> <p>6. <b>Communications, Marketing and External Links</b></p> <ul style="list-style-type: none"> <li>a. Take a lead role in supporting the School's marketing strategies to ensure its attractiveness in the wider market and secure optimum pupil numbers.</li> <li>b. Assist the Head of the Junior School to develop amongst staff an outward perspective and personal commitment to promotion of the school.</li> <li>c. Support effective communication links between staff, parents, pupils and the wider community.</li> <li>d. Ensure the smooth running of events, e.g. Open Mornings, Concerts</li> <li>e. Share in the supervisory responsibilities in Morning/After school care as required by the Head.</li> </ul> <p>7. <b>Management of resources</b></p> <ul style="list-style-type: none"> <li>a. Contribute to the preparation of the Junior School timetable in order to ensure efficient use of resources.</li> <li>b. Manage daily staff cover and duty rotas, including teaching assistants.</li> <li>c. Assist the Head of the Junior School in identifying future resourcing needs and aspirations for the School for consideration in the school budget planning process.</li> </ul> <p>8. <b>Supporting the work of the GDST</b></p> <p>Develop strong, positive relationships with GDST colleagues, contribute to collaborative work cross GDST Schools and support other staff in participating in GDST work in order to share best practice.</p>
<p><b>General requirements</b></p>	<p>All school staff are expected to:</p> <ul style="list-style-type: none"> <li>a. Work towards and support the school vision and the current school objectives outlined in the School Development Plan.</li> <li>b. Contribute to the school's programme of extra-curricular activities.</li> <li>c. Support and contribute to the school's responsibility for safeguarding students.</li> </ul>

The Girls' Day School Trust

	<ul style="list-style-type: none"> <li>d. Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors</li> <li>e. Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.</li> <li>f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues.</li> <li>g. Engage actively in the performance review process.</li> <li>h. Adhere to policies as set out in the GDST Council Regulations, Notes of Guidance and GDST circulars.</li> <li>i. Undertake other reasonable duties related to the job purpose required from time to time.</li> </ul>
<b>Review and Amendment</b>	This job description should be seen as enabling rather than restrictive and will be subject to regular review.

**Person Specification**

**Skills Required**

Outstanding interpersonal and communication skills (verbal and written); able to engender a positive team spirit	Essential
Effective leader-leads by example	Essential
Able to work effectively as a key member of a leadership team	Essential
Strong organisational and administrative skills	Essential
Ability to interpret and produce data in a variety of forms	Desirable
Ability to think and plan strategically	Essential

**Knowledge Base**

Excellent classroom practitioner with a sound understanding of child development and principles and practice of primary education	Essential
Evidence of inspirational and successful curriculum innovation	Essential
Understanding of Safeguarding procedures	Essential
Working curriculum knowledge of all key stages in the Primary phase	Desirable
Working knowledge and understanding of the role in ICT to enable innovative and effective approaches to learning and teaching	Essential

**Qualifications/Attainment**

	Level	
Degree		Essential
QTS or equivalent		Essential
Evidence of recent appropriate in-service training and professional development		Desirable

**Experience**

Successful and demonstrable experience of curriculum leadership and management	Essential
Teaching experience in more than one key stage/phase	Desirable
Experience of providing school based INSET	Desirable
Range of curricular responsibilities	Desirable

**Attitude/approach**

Approachable	Essential
Ability to remain calm under pressure	Essential
Clear-sighted, determined, positive, results orientated	Essential
Good listener, empathetic	Essential
Proven skills of flexibility and adaptability	Essential
Honesty and integrity	Essential