



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Description

Job Title: Head of Lower School

Reporting to: Headmaster

Purpose: To be responsible for the day to day management of the Lower School (nursery to Year 6), promoting a safe and nurturing environment where pupils thrive and develop a passion to discover and learn. As a member of the Senior Leadership Team (SLT), to contribute to the strategic development and leadership of the whole school, ensuring an excellent standard of education for all pupils.

Main Responsibilities:

- To liaise with the Headmaster and our marketing consultant to contribute to the development of a marketing plan for the Lower School (nursery to Y6) within Rookwood's overall marketing strategy. To lead on the Lower School's involvement in Open and Taster Days and attend relevant pupil recruitment events as necessary.
- To work with the marketing consultant to promote the Lower School by regularly contributing information and news items for press releases, articles, publications and the school website. To contribute to the development of our annual End of Year Book.
- To oversee monitoring and evaluation processes across the Lower School.
- To oversee the curriculum co-ordination across the Lower School.
- In liaison with the Deputy Head (Pastoral), to oversee the Lower School PSHE programme, assembly rota and pastoral interventions.
- In liaison with the Deputy Head (Academic) to develop INSET training throughout the Lower School.
- In liaison with the Headmaster, to oversee the selection and appointment of Lower School Staff.
- To be responsible in the first instance for the line management of Lower School staff, referring them to the Headmaster or relevant Deputy Head if necessary, and supervise the induction of any NQTs in the Lower School.
- To work with the Headmaster, SLT and managers within the Lower School, in the monitoring of performance of the teaching staff, including contributing to the appraisal process and the identification of training needs.

- To organise the annual Lower School prize giving and other similar events.
- To oversee the budgets within the Lower School, delegating to relevant managers, as necessary.
- To represent the Lower School on the Health and Safety Committee, liaising with the Bursar regarding Health and Safety issues.
- In liaison with the Deputy Head (Academic), to oversee all assessments including INCAS tests and internal end-of-year examinations.
- To be the second line of communication for parents, after class teacher, and to ensure that the Headmaster is apprised of any on-going or serious issues.
- To organise the selection of House Captains for the Lower School, the election of Form Captains and the Lower School Council.
- To organise and chair the regular Parent Representative meetings.
- To manage the organisation of Parents' evenings and pupil reports in line with the School's policies and procedures.
- To oversee the management of Lower School trips and educational visits, ensuring that there are suitable opportunities for all pupils.
- To take a leading role in the life of the school, acting as a positive role model to pupils, parents and staff.
- To teach a reduced teaching load.
- To undertake any reasonable request made by the Headmaster or the Governors.

Whilst every effort has been made to explain the main duties and responsibilities of the role, each individual task may not be identified. The post holder may be asked to undertake other duties from time to time as required and commensurate with the position as deemed necessary by the Headmaster.

Person Specification

Qualities and Knowledge

Essential

- Experience across primary education phase.

Desirable

- A strategic awareness of the links between the academic, marketing and business functions of the school.
- Knowledge of early years marketing.
- Excellent communication skills and a willingness to promote the school externally as well as inspiring confidence and collaboration within the school community.
- An ability to lead by example being visible and approachable, whilst displaying integrity, creativity, resilience and clarity.
- An interest in developing and maintaining positive relationships and attitudes towards all members of the School – pupils, staff, parents, governors and the wider community as required.
- A commitment to the highest standards of pastoral care.
- An open minded approach to new ideas, personal warmth and a sense of humour.
- Good organisational skills, and a clear understanding of setting and managing budgets.

Qualifications and Experience

- Qualified Teacher Status.
- At least five years' teaching experience.
- Previous management experience in a school setting.