

## HEAD OF SENIOR SCHOOL (YEARS 6 - 11) JOB DESCRIPTION

### Purpose of Job

The Head of Senior School is responsible for the academic progress and pastoral welfare of all students within Years 6-11. He/she will be a member of the Senior Leadership Team and will report directly to the Head, working together to develop and carry out a strategic vision for the phase that aligns with the whole school vision and values. He/she will be responsible for ensuring that students in Years 6-11 make excellent progress academically, as well as taking on the role of Designated Safeguarding Lead and ensuring that students receive the highest quality of pastoral care.

The Head of Senior School will also be expected to lead on whole school improvement priorities as a member of the Senior Leadership Team. Their duties and responsibilities may be changed or adjusted from time to time according to the exigencies of school life, and to suit the School's development.

### Duties and Responsibilities

#### Leadership and Management

- Play a full role in the Senior Leadership of the School, deputising for the Head in his absence
- Develop Senior School improvement priorities and lead on other whole school improvement priorities, as directed by the Head
- Take on the role of Designated Safeguarding Lead, assuming primary responsibility for the safeguarding and welfare of students in Years 6-11, as well as working with DDSLs for the other phases
- Assume a 'front of house' role in the Senior School, leading/attending relevant academic and extra-curricular events such as Parents' Evenings and concerts
- Assist with the recruitment and management of Senior School staff, including providing support, identifying and facilitating training on areas for development, and offering ideas and resources for tutor group sessions
- Communicate with the parents of Senior School pupils as appropriate throughout the year, writing to them at the start of the year and to inform them of news and events, and dealing with all parental queries promptly
- Assist in the proofreading of school reports and write 'Head of Senior School' comments on reports
- Contribute to the formulation of whole school policies and ensure adherence to them within the Senior School
- Assist in the preparation for inspection, including particular responsibility for the School's Complaint Log, Record of Serious Sanctions, and Bullying Log
- Liaise with the Admissions Department to assist with enquiries and visits for prospective Senior School students
- Liaise with the Head of Sixth Form to maximise retention of students into the Sixth Form, which will also involve meeting individually with students and parents about options and future plans

#### Assessment, Monitoring and Intervention

- Implement whole school assessment and monitoring policies effectively in the Senior School

- Develop and make use of systems for tracking students' academic progress in the Senior School, leading on the analysis and dissemination of data and investigating issues affecting achievement
- Manage and develop the use of GL Assessment in the Senior School, paying particular heed to the identification of EAL, SEND and Gifted & Talented students
- Work with the Head of Boarding to monitor the welfare and wellbeing of Senior School students, ensuring that any concerns are suitably addressed and escalated as appropriate
- Address disciplinary issues that are beyond the role of the Form tutor, adhering to the whole school Behaviour and Discipline policy, and have input into the issuance of more serious sanctions
- Reward and celebrate the progress and achievements of students, communicating fully with Form tutors, boarding staff, parents and the Head
- Ensure that strategies are in place to maximise achievement and address underachievement in the Senior School, including the use of effective intervention strategies for students who need support

#### **Curriculum**

- Work with Heads of Department to develop an effective curriculum in the Senior School, maintaining a general knowledge of what students are taught in different subjects
- Maintain curriculum information for the Senior School on the school website and via a curriculum booklet, ensuring that this information is communicated to parents in a timely and effective manner

#### **Teaching and Learning**

- Teach an agreed number of lessons, which may fluctuate slightly on an annual basis
- Work with Heads of Department to embed outstanding research-informed classroom practice within the Senior School, monitoring this via learning walks, 'book looks' and other applicable review systems
- Ensure that information on student progress is used to improve teaching and learning and to inform and motivate students, supporting students and colleagues as needed

#### **Other Responsibilities**

- Organise Senior School events/duties, including end of year celebrations, applications and duties for students in positions of responsibility, and the inductions of new pupils into the Senior School
- Run School Council meetings
- Contribute items to the Lucton Bulletin as necessary, and to the Luctonian on an annual basis

Education is ever-changing and all staff are expected to participate constructively in schools' activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed regularly and varied in the light of the business needs of the school.

**Staff Member Acknowledgement** I have read, reviewed and fully understand the above job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein.

Employee Name \_\_\_\_\_

Date \_\_\_\_\_

Employee Signature \_\_\_\_\_