



### **Head of Junior House Faculty**

**ROLE:** The core purpose of the Head of Junior House Faculty at Westfield School is to provide professional leadership and management for the Junior House faculty. This involves providing a vision, achieving a commitment to a set of values and guiding and inspiring colleagues to secure high standards of teaching and learning, the effective use of resources and improvement in standards of learning and achievement for all pupils.

#### **Specific areas of responsibility**

- **Safeguarding** – To promote and safeguard children and act promptly and appropriately in these matters.
- To ensure effective communication and produce a positive ethos and commitment from staff, pupils and parents.
- To monitor and promote improvements in learning throughout Junior House.
- To play an active role in the marketing of Westfield School, in particular Junior House.
- To play an integral part in developing growth strategies and the recruitment of new pupils, liaising with others as necessary, including interviews with prospective parents and making recommendations about offers to prospective students to the Headmaster.
- To put in place effective management which will
  - ensure that all practices are in line with school policies.
  - ensure that effective use is made of the staff, buildings, resources and finance.
- To produce an annual departmental review.

#### **Teaching and Learning**

- To ensure up to date knowledge of developments in education, including pedagogy, and communicate and drive these changes through with the staff.
- To help create a climate for learning that meets the needs of all pupils and impacts positively on their learning.
- To organise the teaching of the subjects within the faculty.
- To monitor the implementation of agreed schemes of work.
- *Provide a role model for colleagues as an exemplary classroom teacher.*
- *To lead a subject area(s) within the faculty if necessary.*
- To carry out lesson observations, learning walks and work scrutinies.
- To support the review of pupil progress and performance through accurate and consistent tracking and carrying out data analysis to provide information for reviews.
- To have an oversight of marking and assessment in the faculty including internal exams and tests for entry into the school where appropriate.
- To prepare and produce reports on school examinations and end of Key Stage tests for the Headmaster, Deputy Head and Governing Body.
- To work to ensure the reliability of EY, KS1 and KS2 assessments
- To oversee the implementation of appropriate intervention based on data analysis.
- To ensure that subject reporting is timely and appropriate by all team members, proofing reports as necessary.

- To ensure that pupils are offered a varied programme of enrichment activities within Junior House.

#### **Pastoral Care**

- To uphold and maintain the highest standard of pastoral care for the girls and staff.
- To support the form tutors in providing pastoral care and to be the 'second line' in dealing with issues with girls and parents.
- To support Junior House staff with producing and monitoring behaviour plans.

#### **Personnel**

- To carry out the professional review process with members of the faculty as appropriate.
- To support the professional development of staff within Junior House including by assisting them in meeting their review targets.
- To facilitate liaison between subject leaders on cross-curricular development and staff across phases.
- To chair faculty meetings to drive key improvement priorities and heighten a common purpose.
- To communicate and delegate to staff appropriate information and strategies.
- To foster a culture in which open dialogue and constructive advice support improvement of teaching and learning in the faculty.

#### **Policies and Procedures**

- To work with the Senior Team and other Heads of Faculty on whole school developments as appropriate
- To oversee the implementation of the School Development Plan at faculty level and give strategic direction in line with this.
- To ensure the implementation of key policies including GDPR, use of ICT, SMSC and assessment policy.
- To report matters that could jeopardise Health & Safety.

#### **Budget and Resources**

- To co-ordinate Junior House budgets and oversee expenditure.
- To oversee the usage, storage and security of equipment, materials and other resources and the keeping of accurate stock records.

#### **Learning Environment**

- To ensure that pupils are provided with an appropriate learning environment that is conducive to learning.
- To ensure teaching areas (including corridors) are well maintained and displays are relevant and regularly updated.

#### **FURTHER DUTIES:**

To contribute to school policy and development as a member of the Head of Faculty Team

To carry out any reasonable request of the Headmaster or Governors.