



Cranmore School

Appointment of

Head of Junior Department

From

September 2019 or January 2020

Information for Applicants



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About Cranmore



Cranmore School



INTRODUCTION

Cranmore School is an independent co-ed Catholic school located in a rural setting in the Surrey village of West Horsley, equidistant from Guildford and Leatherhead.

We welcome children from all faiths and walks of life. Each is valued equally and we work hard to ensure we discover their individual talents.

Since its formation in 1968, Cranmore has come to be known as one of Surrey's leading prep schools. With an enviable track record, delivering best practice teaching to our pupils whilst maintaining exceptional pastoral care we are excited to be moving into a new phase.

THE FUTURE

From 1 September 2019, Cranmore, in partnership with neighbouring girls' school, St Teresa's will be part of the **Effingham Schools Trust**. Boys and girls will be educated from the age of 2 to 18 across both exceptional sites.

We will be a diamond model school delivering all the advantages of both single sex and co-education. Our pupils will enjoy an outstanding educational experience. Further information can be found at <https://www.cranmoreprep.co.uk/about-cranmore/effingham-schools-trust/>



ST TERESA'S
EFFINGHAM

About the Head of Junior Department Post

LEADERSHIP



The Head of the Junior Department will enjoy considerable autonomy for leading, managing and developing the Junior Department and will report directly to the Headmaster on all matters concerning the Junior Department.

This post has a high profile with pupils, parents and colleagues and therefore is, in effect, the 'public face' of the Junior Department. It is essential that the post holder has the personal and professional qualities for the role which will include effective skills in both leadership and communication (oral & written). It is not essential to be a practicing Catholic. However, a clear commitment to our Catholic ethos is required.

MANAGEMENT ROLES

- Member of the Senior Management Team with particular responsibility for the Junior Department. Currently this includes year groups from Pre-Nursery up to and including Year 3. However, there is potential for the post holder to assume responsibility up to and including Year 6.
- Contribute to devising appropriate strategies to develop the school and support their successful implementation.
- Member of the Governors' Academic, Pastoral and Staffing Committee.
- Designated Safeguarding Lead.

CURRICULUM & WELFARE

- Visit all classes on a regular basis in order to get to know the children and to gain some understanding of their relative progress
- Teach some lessons on an ad hoc basis.
- Lead and manage the development of the curriculum, and work to maintain the school's reputation for achieving academic excellence.
- Provide a balanced curriculum which meets the needs of each pupil.
- Liaise with colleagues to develop a programme which ensures continuity and progression for pupils' learning.
- Evaluate and monitor the syllabuses, schemes of work, development plans, staffing and In-Service Training records.
- Advise the Headmaster, Deputy Head, SMT and subject coordinators about relevant developments and future changes.
- Propose curriculum and timetable initiatives for discussion with the SMT and subject coordinators.
- Chair regular meetings of subject co-ordinators and be responsible for the Agenda and Minutes of these meetings.
- Chair regular meetings for all staff - teachers and teaching assistants - and be responsible for the Agenda and Minutes of these meetings.
- Create the timetable and liaise with the Deputy Head of the school who prepares the timetable to ensure its smooth implementation.
- Liaise with the Senior Department and disseminate appropriate information to ensure a smooth transition between the Junior Department and Senior Department.
- Liaise with Nursery and disseminate appropriate information to ensure a smooth transition between Nursery and Junior Department.
- Maintain a sound knowledge of developments in the national curriculum, as well as recommendations from IAPS and other appropriate bodies.

About the Head of Junior Department Post (*continued*)

- Monitor and evaluate the progress of each child by appropriate types of assessment.
- Maintain accurate, relevant and up to date records on each child's progress.
- Ensure there is an appropriate programme of assemblies.
- Ensure there are satisfactory arrangements for pupils' lunch, recreation time, pre/after- school care and any other non-classroom supervision.
- Assess for Scholarships: Academic, Music and Sport.
- Oversee and check for the quality and content of the VLE.
- Make decisions with the Head of Progress about the provision for pupils who are identified as needing additional learning support.
- Liaise with external educational and health agencies, including those who perform statutory functions, in appropriate cases.
- Assume the role of Designated Safeguarding Lead for the Junior Department.
- Advise the Headmaster or Deputy Head of any urgent matter which warrants their attention.
- Maintain an overview of the department's educational resources and budgets.
- Play an active part in the development iSAMS, the system used by the school to manage pupils' information, monitoring, assessment and reporting.
- Be responsible for the effective appraisal of staff.

MARKETING

- Assist the Headmaster in promoting the school through various means including promotional literature, open mornings and advertising.
- Organise various promotional events to help increase uptake of places.
- Develop links with local feeder nursery schools and pre-prep schools.
- Assist the Headmaster in hosting appropriate meetings/events for current parents as part of the 'internal marketing' programme.
- Be the 'public face' of the Junior Department, especially in handling parental concerns in appropriate cases.
- Provide written reports for parents at regular intervals as directed by the Headmaster.
- Ensure that the Junior Department sections of the school web site are both vibrant and current.
- Attend all Headmaster's Reception / Parents' Information Evenings in the Junior Department.

STAFFING & RESOURCES

- Assist the Headmaster in the appointment and effective deployment of staff which includes making provision for absentees and creating duty rotas whenever necessary.
- Oversee procedures to induct new staff, including NQTs, to ensure their smooth introduction to the school.
- Assume a leading role in organising INSET and initiatives for staff development (including appraisal).
- Approve or seek approval from the SMT for individual staff or departmental requests to attend In-Service training courses and conferences.
- Ensure there are regular departmental meetings, including those under the direction of subject co-ordinators.
- Organise the resources available to enhance the learning experience of pupils.

ADMISSIONS

- Liaise with the Registrar and Headmaster's PA on all matters related to the admission of new pupils.
- Undertake the testing and interview of prospective pupils, where appropriate, and recommend offer(s) of place(s) to the Headmaster for approval.
- Meet prospective parents and advise on Junior Department.
- Ensure the *Parents' Handbook* has all the relevant information for new parents.

About the Head of Junior Department Post (continued)

CRANMORE NURSERY

- The Head of the Junior Department has responsibility for the Nursery in all aspects of its operations including approving all policy decisions.
- The Head of the Junior Department is supported in the management of the day to day running of the Nursery by the Assistant Head, Nursery.
- Most of the administrative tasks will be delegated to the Assistant Head, Nursery.
- The Head of the Junior Department is responsible for the recruitment of staff for Nursery.
- Have regular meetings with the Assistant Head, Nursery to discuss any issues relating to the children, staffing, development, numbers of children and organisational aspects.

Person Specification

Education

- 2:1 or above degree
- Qualified Teacher status
- Evidence of professional development focussed on management

Experience

- Experience of a management role across EYFS, KS1 and KS2
- Proven track record in managing, growing and developing a department
- Working in partnership with governors, parents, pupils and colleagues.

Knowledge & Understanding

- Have a clear understanding of what is required to meet the teaching standards and promote excellent teaching and learning
- Understand how to provide effectively for the individual needs of all children
- Have excellent knowledge of National Curriculum requirements
- Inspire teaching staff to recognise and reward the efforts and achievements of pupils
- Engage with parents and colleagues
- Excellent knowledge of current safeguarding legislation and guidelines
- Commitment to promoting the welfare of children
- Experience of promoting the mental wellbeing of pupils and staff

Personal Characteristics

The Head of the Junior Department will be:

- Committed to this senior management role
- Flexible, adaptable and able to use initiative
- An effective communicator orally and in written correspondence
- Supportive of the school's mission and vision for the future
- Energetic and proactive
- Keen to develop professionally
- Resilient
- Able to reach satisfactory resolution of issues raised by parents and staff
- Uphold the reputation of the school.

Professional Development

- Keep up-to-date with educational initiatives and developments.
- Maintain an interest in school improvement by contributing to the School Development Plans and ensuring that recommendations are adopted.
- Ensure that school policies are observed.
- Keep abreast of regulatory requirements, in particular those published by the Independent Schools Inspectorate, and manage the inspection process within the Junior Department
- Undertake duties and tasks which may be reasonably requested by the Governors and Headmaster.

