



Head of Junior Department

Dear Applicant,

Thank you for your interest in the role of Head of the Junior Department at Edge Grove. This is a full-time position starting as close to the 1<sup>st</sup> January 2025 as possible.

The School seeks to employ an inspiring, child-centred and dynamic individual who will work collaboratively and proactively to celebrate and promote the excellence of Edge Grove's Mission, its Core Values and its pupils' remarkable progress and outcomes.

The successful candidate will place children at the centre of their thinking and work with teaching and non-teaching colleagues alike to ensure the best possible outcomes for each child. They will be solution-focused, be a strong communicator both when writing and speaking and will recognise and celebrate our community's unique cultural diversity. They will be excellent analytical thinkers and innovators, active learners and strategic thinkers, who are keen to develop their teaching roles in pursuit of future managerial roles. They will be critical, creative and original thinkers able to use their initiative. They will demonstrate excellent teamwork and leadership skills and be passionate about influencing communities for the better. They will be resilient and flexible in approach to problems and possess outstanding reasoning, problem-solving and ideation skills. They will lead by example in all of these skills in pursuit of an outstanding future career in education. The successful candidate may have previous experience of working in independent schools, but this role is equally open to applicants who have never taught in independent schools. They will enjoy engaging with prospective, current and former pupils, teaching and non-teaching staff, parents and governors. They will demonstrate excellent administration, leadership, organisational and communication skills, be able to multitask effectively in a busy and demanding environment, have a high level of emotional intelligence and empathy and be able to work effectively with all stakeholders at all times.

'Knowing and growing each child through a love, life and learning approach' is the Edge Grove mantra, which articulates the warmth and strength of our diverse child-centred community in which children are at the centre of our thinking. Edge Grove provides children with 60 acres of beautiful estate, heritage buildings, wonderful facilities and the educational space for children to grow and develop. Our pupils feel a strong sense of belonging and pride in our community and devised the 16 Core Values of the School, living within them. They develop independence and confidence as they move up through the School and develop the ten core skills identified by the World Economic Forum as those which will future-proof them for a future life and love of learning and fulfilment. We want children to develop their own unique character and creativity in pursuit of future happiness and success and in doing so to make their prep school days the best they can be.

The candidate specification which follows identifies the scope of the role, including the breadth of activities and personal specifications, but is not exhaustive. I hope that it provides you with all of the information that you need about the role. If you have any further questions, please do not hesitate to contact me or refer to the School website at [www.edgegrove.com](http://www.edgegrove.com). If the words above strike a chord and you would like to play a part in the School's educational development, please read on!

I look forward to receiving your application and meeting you.

With best wishes,

A handwritten signature in black ink, appearing to read 'Richard Stanley', written in a cursive style.

Richard Stanley  
**Head**

## **JOB DESCRIPTION**

**Post:** Head of the Junior Department

**Responsible to:** Head

**Responsible for:** Pupils and staff in the Junior Department (Nursery to Year 2)

The Head of the Junior Department will be responsible for working with and supporting the Head in all key leadership and management areas of the Junior Department. The Head of the Junior Department will promote the vision, ethos and policies of the school in order to maintain and secure high standards of academic achievement, behaviour and pastoral care.

### **DUTIES**

#### **Leadership**

- Work with the Head to lead, motivate, support, challenge, and develop all Junior Department staff to secure continual improvement.
- Carry out effective day-to-day operational management of the Junior Department.
- Support the aims and objectives of the school and help promote a positive climate in which the school is always striving to review and improve its effectiveness and efficiency.
- Take a leading role in decision making and policy development across the school and hold responsibility for the strategic development of the Junior Department phase of the school, including academic, pastoral and staff development matters.
- Liaise with the Director of Marketing & Admissions and take a lead role in the assessment and admissions process at 3+ and 4+ as well as for other ad-hoc admissions.
- Oversee the development of the EYFS and ensure the setting is compliant with all statutory regulations.
- Work with the EYFS coordinator to plan the strategic development of the Nursery and Reception.
- Assist the Head in the staff appraisal process including lesson observations and subsequent feedback sessions.
- Actively promote and maintain positive relationships with parents and other schools with particular emphasis on feeder Nursery schools.
- Foster a spirit of teamwork across all staff within the Junior Department and encourage their participation in whole School activities.
- Be an active member of the Senior Leadership Team including attendance at all school functions as reasonably requested by the Head.
- Support the SLT in developing and maintaining high morale and confidence among all staff and to set an example of high professional standards and leadership.
- Attend Governors' meetings as may be requested by the Governors.

## **Teaching and Learning**

- Set an example of excellence as one of the school's leading practitioners to inspire and motivate other staff.
- Work with the Head and Senior Deputy Head (Pastoral) to secure and sustain high expectations of behaviour and discipline throughout the school.
- Support the Junior Department staff, in liaison with the Deputy Head (Academic), in the development of their teaching responsibilities in order to promote high quality teaching and learning across the department.
- Play an active role in the implementation of the academic and pastoral strands of the School Development Plan.
- Play an active role in the professional development of the Junior Department staff and in the organisation and delivery of appropriate weekly and termly INSET.

## **Staff Management**

- Monitor, assess and develop the roles of the Junior Department teachers and form teachers, offering guidance and advice where necessary.
- Arrange and lead weekly Junior Department staff meetings and distribute minutes.
- Update Junior Department staff on changes to school policy including the implementation and monitoring of whole-school initiatives.

## **Key Responsibilities**

- Help design, in consultation with the Deputy Head (Academic) and HoDs, a curriculum that allows for a smooth transition between the Junior Department and Middle School.
- Plan, prepare and teach lessons, as required, according to the educational needs of the pupils.
- Ensure the identification of pupils in the Junior Department who are of concern or who have special needs and to follow the school's SEND policy.
- Take responsibility for major pastoral and disciplinary issues in the Junior Department and take the appropriate action.
- Ensure availability to parents before and after school activities (Monday-Friday) to discuss any pastoral concerns or queries.
- Supervise pastoral care within the Junior Department and ensure the implementation of the PSHCE framework in line with the school's statutory responsibilities for RSE.
- Follow-up and monitor all Junior Department staff absence. Arrange cover as necessary.
- Support the Head with staff appointments within the Junior Department.
- Organise Junior Department Parent-teacher meetings (academic and social).
- Ensure the Year Group Guides for Nursery to Year 2 are maintained and reviewed annually.
- Organise Junior Department concerts and productions.
- Help develop and maintain an extra-curricular/games programme in line with the school's philosophy.
- Manage the departmental budget and exercise control over resources including estimates, expenditure and stock.
- Assist in the induction programme for all new staff members.

- Produce a weekly bulletin for inclusion in the newsletter.
- Overtly promote the values and achievements of the School to the wider community.
- To be a member of SLT and attend weekly meetings as necessary.
- Oversee the termly report-writing process, proofreading all Junior Department reports, writing a comment (year end reports) and raising any important issues with the Head.
- Liaise with the Bursar and maintenance department over any general needs for the Junior Department.
- Lead Junior Department assemblies as required.

### **Pupil Progress**

- Monitor pupil review processes and procedures in the EYFS and Years 1 and 2 to track the progress of individual pupils.
- Monitor any pupil concerns raised by staff on a weekly basis and follow-up.
- Make contact with parents of the Junior Department pupils to discuss pupil social progress and general welfare
- Monitor pupil attendance and absence.
- Coordinate and proof-read termly reports.
- Oversee the implementation of the school's tiered approach to SEND pupils and those with additional needs.

### **Pupil Behaviour**

- Promote high standards of achievement, behaviour, attendance and punctuality from all pupils.
- Be a first point of contact regarding behaviour of Junior Department pupils and be committed to high standards of behaviour using necessary rewards and sanctions as appropriate.
- Make contact with parents to discuss pupil behaviour.
- Meet regularly with the Senior Deputy Head (Pastoral) with regard to pupil welfare.

### **Standards and Quality Assurance**

- Support the aims and ethos of the school.
- Set an example of professional conduct and personal commitment to the education and welfare of the children in the school which can be followed by colleagues and appreciated by parents.
- Set a good example in terms of dress, punctuality and attendance.
- Attend and participate in presentations for parents and pupil performances/productions.
- Uphold the school's code of conduct and uniform regulations.
- Attend team and staff meetings.
- Assist staff in meeting professional targets through observation and appraisal.

What is set out above amounts to a statement of what may be regarded as minimum expectations, not an exclusive summary and may be amended at the reasonable discretion of the Head to meet the changing needs of the school.

## **CHILD PROTECTION**

Members of staff will have unsupervised access to children. All members of staff work in accordance with the School's Child Protection and Safeguarding Policy published on the School's website. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risk to the safety and welfare of pupils, they report concerns immediately in accordance with policy.

What is set out above amounts to a statement of what may be regarded as minimum expectations, not an exclusive summary and may be amended at the reasonable discretion of the Head to meet the changing needs of the School.

## **HEALTH AND SAFETY**

The School takes its obligations under the Health and Safety at Work Act seriously and the post holder will be required to comply with all aspects of the School's Health and Safety Policies, particularly in relation to safe working practices. All staff must keep up to date with the requirements of these policies, which are regularly updated and posted on the Staff Intranet.

## **SALARY AND BENEFITS**

Edge Grove offers its staff attractive salaries and pay progression compared to the wider education sector. We reward experience and responsibility and will discuss the salary for this position with candidates at the interview.

### **Other benefits include:**

- Access to The Aviva Pension Trust for Independent Schools (APTIS) This is a defined contribution pension scheme for teaching staff;
- Life Assurance Cover which provides death in service cover;
- Income Protection Benefit;
- Free school lunch and refreshments during term time whilst the kitchen is operating;
- Parking on site in designated areas at no cost, although all vehicles are parked at the driver's risk;
- Access to an Employee Assistance Programme;
- School fee discount for teaching staff whose children are Edge Grove pupils, subject to the School's normal admissions procedures;
- Cycle to Work Scheme.

## **TERMS & CONDITIONS OF EMPLOYMENT**

- All appointments are subject to an enhanced check with the Disclosure and Barring Service and at least two references from past employers, including any school employment during your career;
- All staff comply with the School's Child Protection and Safeguarding Policy;
- All staff set an example to pupils and dress appropriately at all times;
- The School operates a no smoking and no vaping policy;
- The School takes its obligations under the Health & Safety at Work Act seriously and the post holder requires all staff to comply with all aspects of the School's Health & Safety Policy, particularly in relation to safe working practices;
- All staff keep up to date with the School's current policies and posted on the staff shared drives;
- The School reserves the right, for operational reasons, to transfer you to alternative duties. For this reason, it is a condition of employment that you are willing to do so, if requested, from time to time.

## DATA PROTECTION

The School collects personal data during the recruitment process, which it adds to the successful candidate's employment record. The School retains application information on unsuccessful candidates for six months after the completion of the recruitment process; after this, it will securely destroy it. For further information on how we use your information and with whom we share it, please refer to the Staff Data Protection Privacy Notice available on our website.

## RECRUITMENT & SELECTION

Edge Grove School Trust Limited is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All applicants undergo child protection screening. This post is exempt from the Rehabilitation of Offenders Act 1974. The School carries out pre-employment checks, seeks references and conducts an Enhanced DBS check and other relevant checks with statutory bodies on the successful candidate.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders as part of our Recruitment, Selection and Disclosures Policy. If you are shortlisted, you will declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account. Guidance will be provided when you are invited to interview.

Please read the Recruitment, Selection and Disclosure Policy which is available on our website and should be read before making your application.

Please fully complete an application form which can be found on the About Us / Job Vacancies page on our website [www.edgegrove.com](http://www.edgegrove.com). Please email the completed form and an accompanying letter of application addressed to the Head, to [hr@edgegrove.com](mailto:hr@edgegrove.com). Applications must arrive prior to the closing date and time. CVs are not accepted. Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. However, should a suitable candidate be appointed, we reserve the right to close the advert early.

Please refer closely to the 'Notes for Applicants' page in the application for employment and ensure that you are aware of your responsibilities relating to the declaration of criminal convictions and cautions for a position within the School.

Please note that due to the volume of applications we receive, we are unable to provide individual feedback except to those candidates who are invited to interview.

The School is committed to being an equal opportunities employer. To enable us to make any reasonable adjustments please let us know at application stage if you have any special requirements.

To arrange an informal visit to the School or to discuss the role in confidence, please contact the Head via [hr@edgegrove.com](mailto:hr@edgegrove.com) or 01923 855724.