



# THE MINSTER SCHOOL

Head of Junior School | L6-L10 | April 2022 | Recruitment Pack

The Minster School is wishing to appoint a Head of Junior School to lead our Key Stage 2 provision.

The successful candidate will lead the Junior School which consists of a year 3/4 class and a year 5/6 class educating up to 40 pupils. Pupils are selected for their musical aptitude studying a musically rich curriculum alongside the full Key Stage 2 National Curriculum.

As Head of Junior School you will be an excellent primary practitioner and will have teaching responsibility for the year 5/6 class ensuring they fulfil their potential by the end of Key Stage 2. Your teaching will be complemented by secondary colleagues who deliver the Spanish, computing, PE,

and music curriculum. You will have oversight of curriculum development and maintain links through the junior choristers with the Cathedral.

This is an excellent opportunity for an experienced senior leader or someone looking to take up their first post in senior leadership.



# WELCOME FROM THE HEAD TEACHER

Ben Chaloner

Dear Applicant,

I am pleased that you are interested in applying for the post of Head of Junior School at The Minster School. This is an exciting opportunity to lead a 'school within a school' having responsibility for the educational provision of up to 40 Key Stage 2 pupils.

The Minster School is a truly special school. It is one of the oldest educational establishments in the country tracing its roots to 956AD when the school provided education to the Cathedral choristers - a tradition that is still in place to this day. The school was

rated Outstanding in its last Ofsted inspection (2011) and in its most recent Statutory Inspection of Anglican and Methodist Schools (SIAMS - 2016). We are the home of the East Midlands East Maths Hub, CPD delivery partner for Nottinghamshire Music Hub and strategic partner for the Redhill Teaching School Hub which serves Gedling, Sherwood, Newark, and Bassetlaw. Most importantly we strive to provide education of the highest quality to 1600 students from across the local area. We are a Church of England Academy and also the local comprehensive school serving Southwell and the surrounding villages.

This post has arisen due to the retirement of the current postholder. We are looking to recruit an excellent classroom practitioner who has the leadership and communication skills to inspire colleagues, pupils, and parents. You will be self motivated and driven by the pursuit of excellence for our pupils.

I would welcome an informal discussion regarding the post if appropriate and this can be arranged via my PA, Laura Gallagher:  
[l.gallagher@minster.notts.sch.uk](mailto:l.gallagher@minster.notts.sch.uk)

Best wishes,  
Ben Chaloner  
Head Teacher



# MITRE

Minster Trust for Education  
[www.mitretrust.org.uk](http://www.mitretrust.org.uk)

CEO: Matthew Parris

The Minster Trust for Education (MITRE) is a young multi-academy trust which has at its core a collaborative model of leadership and a belief in sharing expertise while unerringly pursuing the best education for pupils in its schools. The trust has been formed by a cross-phase group of schools

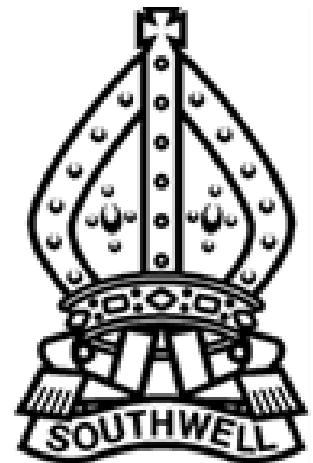
committed to working together as a multi-academy trust.

Each MITRE school is unique and wishes to remain so, while sharing a common commitment to both educational and character development. Each school strives to provide an education with outstanding outcomes and a wider holistic

and enriching experience in school.

## THE ROLE

### Head of Junior School



As Head of Junior School you will be an excellent primary school practitioner delivering high quality lessons to our year 5/6 class. You will have leadership and management time to ensure that you are able to oversee the progress of all students in the Junior School. You will be responsible for ensuring that the education provided fulfills the requirements of the National Curriculum and develops our young people into excellent citizens ready to continue their studies in the main school. You will work collaboratively with the music department and the Cathedral to maintain high quality pastoral support and provision. .

As a 'school within a school' you will be supported by a Head Teacher, Senior Leadership Team, and business support services to ensure that you are able to effectively concentrate on high quality Key Stage 2 provision.

The job description is included in this pack.



## HEAD OF JUNIOR SCHOOL (LEADERSHIP TEAM) LEADERSHIP PAY RANGE L6-10

**Line Manager for this post: Head Teacher**

### **Responsible for:**

Leading the provision in the Junior Department in order, to secure outstanding student outcomes, including in the key stage 2 assessments. Developing and providing a first-class curriculum which meets student needs. Monitoring and quality assuring teaching and learning in the Junior Department. Supporting the best student behaviour in the Junior Department and safeguarding the welfare and well-being of children. Enriching the curriculum and supporting the school's distinctive Christian ethos. Effectively managing the resources and facilities of the Junior Department.

### **Liaising with:**

Senior Leadership Team, Curriculum Team Leaders, Pastoral leaders, Student Support Services and relevant staff with cross-school responsibilities, relevant support staff, MITRE staff, parents, outside agencies, Minster Learning Alliance partners.

## SPECIFIC RESPONSIBILITIES

### **Strategic Direction and Development:**

- Accountable for the strategic direction, leadership and management of provision in the Junior Department;
- Ensure that the leadership, management, finance, organisation and administration of the Junior Department support The Minster School's vision, aims and values;
- Assist the Head Teacher in ensuring that policies and practices take account of national, local and school data, and inspection and research findings;
- Monitor, evaluate and review the effects of policies, priorities and targets of the school in practice, and take action, if necessary;
- Keep abreast of developments in education, interpreting and implementing guidance to suit the needs of The Minster School;
- Actively maintain an awareness of best practice and research in relation to junior school education and disseminate information as appropriate;
- Plan, allocate support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities;
- Evaluate the effectiveness of all aspects of provision in the Junior Department and plan for improvement based on those evaluations;
- Produce a well-focused improvement plan for the Junior Department that supports excellent provision;
- Maintain a highly effective evidence base for all aspects of work in the Junior Department, presenting aspects of that evidence and its impact on outcomes to Leadership Team, visitors and those reviewing the quality of provision.

### **Student Achievement:**

- Use accurate and regular assessment to ascertain the progress being made by students;
- Use whole school systems to track and monitor student progress and share this information with other stakeholders, including the Leadership Team and parents;
- Develop the most effective schemes of assessment which support student progress in each subject area of the national curriculum, ensuring feedback to students is formative, regular and acted upon;
- Identify students who are making less progress and intervene with them, supporting them to “catch up”;
- Ensure targets are effectively set for individual students and for subject areas, so that the best possible outcomes and progress are supported;
- Liaise with secondary colleagues such that they contribute highly effectively to the delivery of specialist curriculum areas with key stage 2 students;
- Support the best outcomes for students in the key stage 2 assessments such that progress measures are favourable in both English and Mathematics.

### **Teaching and Learning:**

- Play a leading role in developing teaching and learning strategies which enable full access to the curriculum for all students;
- Ensure that improvements in literacy and numeracy are priority targets for all students;
- Monitor and evaluate the quality of teaching and standards of learning not only within the Junior Department but also as a member of the leadership team in the wider school;
- Model and demonstrate excellent classroom practice, sharing expertise with colleagues and supporting others to become highly effective classroom practitioners;
- Contribute to the development of effective links with the community, including the teaching school alliance, to extend the curriculum and enhance teaching and learning;
- Develop and implement policies and practices which reflect the school’s commitment to high achievement through effective teaching and learning;
- Lead the development of tailored and alternative packages for individual or groups of students with particular needs;
- Develop plans, schemes and programmes of study which identify clear learning objectives and success criteria. Post-implementation they are evaluated for effectiveness and regularly refined and improved to ensure the best classroom experience for all students;
- Oversee the implementation of cross-curricular themes and enrichment experiences in order to enhance the learning and enjoyment of students;
- Consider how the whole school teaching and learning model can be incorporated into the Junior Department;
- Undertake a teaching commitment within the Junior Department as directed by the Head Teacher.

### **Behaviour and Safety:**

- Ensure that the managing students positively policy is upheld and reinforced in the Junior Department;
- Take responsibility for the behaviour of Junior Department students, not just within lesson times but at all times during the school day;
- Administer both the school’s reward system and its sanction system consistently, transparently and with impact on improving behaviours and active engagement with learning;
- Ensure that the climate for learning, including the physical environment in the Junior Department, supports and encourages the best possible behaviour;
- Monitor attendance of Junior Department students and intervene where attendance is a concern, liaising with colleagues in school and outside agencies as necessary;
- Know the current legal requirements, national policies and guidance on the safeguarding and promotion of well-being of children and young people;
- Know how to identify potential child abuse or neglect and follow safeguarding procedures;



- Know how to identify and support children whose progress, development or well-being is affected by changes or difficulties in their personal circumstances, and when to refer them to colleagues for specialist support;
- Know and consistently apply the school's arrangements concerning the safeguarding of children and young people;
- Demonstrate an understanding of health and safety requirements, ensuring that all necessary protocols are followed in order to protect students when carrying out professional duties.

### **Leading and Managing Staff:**

- Work with middle and senior leaders, ensuring that students show sustained improvement in their subject knowledge, understanding and skills in relation to prior attainment;
- Support colleagues in their professional development and continued desire to improve;
- Involve themselves in the planning of staff training days, securing thought-provoking and meaningful learning experiences for colleagues;
- Work with the Head Teacher to ensure that staff appraisal and professional learning needs are met;
- Deploy teaching and support staff within the Junior Department such that the provision for students is as effective as possible;
- Closely liaise with the music department to ensure that Junior Department students benefit from a high quality and unique musical experience;
- Liaise as necessary with outside organisations, including the Diocese, the cathedral and choir, social services, the local authority, the Minster Trust for Education (MITRE).

### **Efficient and Effective Deployment of Staff and Resources:**

- Work with senior colleagues and governors to recruit, deploy and develop all Junior Department staff effectively in order to improve the quality of education provided;
- Assist in setting appropriate priorities for expenditure, allocating funds and ensuring effective administration and control;
- Manage and organise accommodation efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations;
- Ensure the Junior Department is well-presented, vibrant and reflects the work and the nature of the students;
- Maintain excellent lines of communication with colleagues including the Leadership Team.

### **Accountability:**

- Assist in the presentation of and take part in delivering a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including students, parents, governors, MITRE, the local community, Ofsted, HMI and others;
- Take responsibility for quality assurance in all subject areas by collecting and analysing data available on students' progress through the school assessment and reporting calendar and systems;
- Set high standards for the behaviour of students and provide 'front line' support to other staff in line with the school's Behaviour Policy;
- Use a variety of data to monitor and measure performance of different groups of students and other vulnerable groups;
- As necessary, help colleagues to improve through programmes of support;
- As necessary, respond to parental concerns using the school's agreed procedures;
- Write references and reports in support of colleagues as and when the need arises;
- Meet regularly with a link governor to discuss provision in the Junior Department, working together to identify strengths and possible areas for development.

### **Line Management Responsibilities:**

- Act as line manager for teaching or support staff, undertaking appraisal reviews yearly;
- Review the job descriptions for teachers and support staff when requested by the Head Teacher;
- Undertake regular evaluation of staff progress towards agreed subject and personal improvement objectives through the school's appraisal and line management practices and procedures.

### **Health and Safety:**

- It is an employee's responsibility to take reasonable care of themselves and others and anybody affected by their undertaking including any act(s) or omissions.

## **GENERAL RESPONSIBILITIES OF ALL MEMBERS OF THE LEADERSHIP TEAM**

All members of the Leadership Team share collegiate responsibility for the strategic management and development of the school and for the day-to-day organisation, including participation in supervision of students at lunch and break times. It is also important that all members have an enthusiasm which motivates and supports other staff and encourages a shared understanding of the contribution they can make to all aspects of students' lives. Additionally all Leadership Team members:

- Maintain an awareness of the school in all its aspects, curricular, pastoral and administrative, and contribute both proactively and reactively to daily leadership and management of the school;
- Maintain an awareness of school policies and procedures as part of the general task of supporting other staff in their various tasks;
- Attend (when required by the Senior Leadership Team) meetings, presentations and other functions when such presence supports the school's provision for its stakeholders;
- Complete specific tasks as reasonably delegated by the Head Teacher;
- Meet on a day assigned before the beginning of the academic year, as a member of the Senior Leadership Team;
- Take an active part in the appraisal of others;
- Involve themselves actively in line management and the annual cycle of monitoring, evaluation and review, including curriculum reviews;
- Set an example in undertaking a regular commitment to duties and be a daily presence in school;
- Work using a team approach, submitting draft proposals and documents for further development by the team, and accepting and supporting final Leadership Team decisions.
- Lead by example, provide inspiration and motivation, and embody for the students, staff, governors and parents, the vision, purpose and leadership of the school;
- Assist in the creation of a distinctively Christian ethos and provide educational vision and direction which secure effective teaching, successful learning and achievement by students and sustained improvement in their spiritual, moral, social, cultural, mental and physical development;
- Assist the Head Teacher in the creation and implementation of a strategic plan;
- Maintain an effective partnership with parents to support and improve students' achievement and personal development;
- Assist in the creation and maintenance of an environment and a code of behaviour which promote and secure good teaching, effective learning, high standards of achievement, good behaviour and discipline which enable teachers to meet the standards set out in professional frameworks;
- Assist in the creation and development of an organisation in which all staff recognise that they are accountable for the success of the school;
- Contribute to the teaching programme of agreed subject areas;
- Contribute to the organisation, implementation and evaluation of the curriculum;
- Lead by example, modeling exemplary practice in teaching, professional conduct, the support of students to achieve, the support of colleagues in the development of their practice;

- In addition to the specific requirements of this post, the professional duties of all teachers, (other than the Head Teacher) are set out in the School Teachers Pay and Conditions document (STCP) and the Teachers' standards.
- 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 school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

*(Person specification on next page)*





## PERSON SPECIFICATION

### Head of Junior School (Leadership team) Leadership pay range L6-10

All members of staff employed by the Minster School support and promote the school's aims:

1. To create an atmosphere of caring and purpose derived from commitment to moral and religious principles
2. To engender a lifelong love of learning
3. To encourage each child to strive for his or her best in intellectual, physical, and spiritual growth
4. To help each child to develop relationships with others which are founded on mutual respect and the pursuit of lasting happiness
5. To encourage and develop leadership and active citizenship within the school and wider community which fosters a sense of dignity, vocation, and purpose for every individual
6. To develop and maintain excellence in teaching and learning

ATTRIBUTES			REQUIREMENTS	
			<i>Essential</i>	<i>Desirable</i>
<b>Qualifications and Training</b>		<ul style="list-style-type: none"> <li>A good honours degree or equivalent and PGCE or equivalent; (D, W)</li> <li>QTS. (D, W)</li> </ul>		<ul style="list-style-type: none"> <li>A higher qualification, degree, diploma, certificate in relevant subject; (D, W)</li> <li>SLE or other leadership accreditation (D, W).</li> </ul>
<b>Knowledge and Experience</b>		<ul style="list-style-type: none"> <li>Sound knowledge of recent legislation and developments in primary education; (W, I)</li> <li>Proven track record of school improvement and change management; (W, I)</li> <li>Clear vision and ability to deliver an innovative and sustainable strategy; (W, I)</li> <li>Recent and successful experience of leading an aspect of provision in a primary school setting; (W, I)</li> <li>Detailed knowledge and understanding of the key stage 2 national curriculum; (I)</li> <li>Successful experience of monitoring and evaluating work within schools/education; (W, I)</li> <li>An excellent classroom teacher; (I)</li> <li>Proven track record of excellent outcomes at key stage 2. (W, I)</li> </ul>		<ul style="list-style-type: none"> <li>At least 4 years' teaching experience, preferably in more than one school; (W)</li> <li>Proven track record in delivering high quality training; (W, I)</li> <li>Experience of coaching and mentoring others. (W, I)</li> </ul>

<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Evidence of a commitment to continuing professional development; (W, D)</li> <li>• Willingness to actively participate in professional learning; (W)</li> <li>• Willingness to lead professional learning sessions both within school and as part of the Minster Learning Alliance; (I)</li> <li>• A commitment to stay abreast of national developments in education and contribute to developing resources and pedagogy to reflect the changing landscape. (W, I)</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to develop high quality sequences of lessons, schemes of work and programmes of study; (I)</li> <li>• Ability to effectively and adaptively deploy a range of teaching and learning methods; (I)</li> <li>• Excellent classroom and behaviour management skills; (I)</li> <li>• Ability to lead, motivate and challenge a team; (W, I)</li> <li>• Ability to work effectively as an individual and in a team; (I)</li> <li>• Highly effective administration and time management skills; (I)</li> <li>• The ability to develop schemes of assessment which support progress of students and also to demonstrate the highest quality of formative marking and feedback; (W,I)</li> <li>• Ability to analyse information and make judgements based on set criteria; (I)</li> <li>• Good ICT skills; (I)</li> <li>• Maintain and develop professional and supportive relationships with all students. (W, I)</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of liaising with outside agencies. (W, I)</li> </ul>
<b>Qualities and Attributes</b>	<ul style="list-style-type: none"> <li>• A commitment to lifelong learning for all; (W, I)</li> <li>• A continued interest in developments in teaching and learning;</li> <li>• The ability to motivate others; (I)</li> <li>• The ability to establish effective working relationships with individuals, groups, and organisations. (W, I)</li> <li>• The ability to remain calm and diffuse situations; (I)</li> <li>• The demonstration of a concern for excellence in one's professional work and the achievement of students; (W, I)</li> <li>• The demonstration of a well-developed sense of the spiritual dimension of life and a commitment to support the school's denominational aims; (W, I)</li> <li>• Vision, creativity, and optimism; (I)</li> <li>• Adaptability and resilience, with the ability to cope with periods of work pressure with good humour and a sense of proportion; (I)</li> <li>• Energy and commitment to professional responsibilities and to the betterment of all students. (I)</li> </ul>	<ul style="list-style-type: none"> <li>• A willingness to contribute to the wider life of the school. (I)</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Demonstrable evidence of achievement in current post. (W, I)</li> </ul>	
<b>Equal Opportunities and Safeguarding</b>	<ul style="list-style-type: none"> <li>• Commitment to equal opportunities; (I)</li> <li>• Commitment to safeguarding students; (I)</li> <li>• Must be able to recognise discrimination in its many forms and be willing to put equality policies into practice. (I)</li> </ul>	

Evidence key: Written Application (W), Documentary evidence (D), Interview/assessment (I)

# HOW TO APPLY

For more information about the school please visit our website

[www.minster.notts.sch.uk](http://www.minster.notts.sch.uk)

To apply:

To apply for this post please visit TES online and complete an online application form.

Your application form should be accompanied by a supporting letter that is no more than two sides of A4. In the letter, please highlight the specific skills that you will bring to the role alongside your experience to date. We would also like to hear about your educational philosophy and how you would contribute to school improvement.

CVs are not accepted and should not be submitted as part of the process.

The closing date for applications is Monday 24<sup>th</sup> January 2022 at midday.

Interviews are due to take place week commencing 31<sup>st</sup> January 2022.

Note: Any offer of employment is conditional on satisfying relevant pre-employment checks in the latest edition of the Keeping children safe in education guidance and Right to work in the UK legislation. The Minster Trust for Education is committed to safeguarding children and the promotion of equal opportunities for staff and students. The successful applicant will be required to undertake an enhanced DBS check and complete a KCSIE Declaration'.

