



Appointment of the Head of Boys' Junior School

Applications are invited for the post of Head which will commence from September 2025, although the role could commence earlier depending on the successful candidate's availability.

The Head of the Boys' Junior School has the responsibility of upholding the school's standards and achievements, both academic and non-academic, and of further enhancing its provision for its pupils and its reputation as a centre of excellence in Key Stage 2. The Head of the Boys' Junior School is responsible for the leadership and management of the Junior School. The Head's inspiration and management will create a dynamic academic environment in which pupils' wellbeing and achievements are paramount.

Park Road

Park Road is the Boys' Junior School of the Bolton School Foundation. Junior School entry in most cases is at Year 3, with most of the children joining from the co-educational Infant School, Beech House. Prior to places being offered, each child from schools other than Beech House is assessed and places are offered according to ability. In Years 3 and 4 there are two parallel classes with the school growing to have three classes in each of Years 5 and 6. Class sizes vary between 20 and 25 and there are currently 200 boys in the school.

Thirteen full-time teachers (including the Deputy Head) and two part-time teachers are assisted by four Teaching Assistants. Classes are taught by a combination of general class teachers and specialist teachers, particularly for subjects such as PE, Music, Art, DT and Mandarin. The curriculum has regard to national initiatives, but there is room for flexibility, creativity and additional activities.

The School is housed in its own grounds and facilities are excellent, including a range of general subject classrooms and specialist rooms for Music, Computing, Science and ADT. In addition to the Computer Suite, each child and member of staff has a school managed iPad.

Park Road parents are very supportive and the Parents' Association raises money each year for luxuries such as theatre groups, workshops and the more expensive play items.

The Bolton School Foundation

Bolton School is one of the largest independent day Schools in the Country, with over 2,500 students in total, as well as over 500 staff. The Bolton School Foundation also owns playing fields and a School Scout group headquarters building near the main campus as well as Patterdale Hall, a 60-bed converted Victorian mansion in its own estate on the shores of Ullswater in northern Cumbria, which serves as our Outdoor Activities' Centre.

The Junior Boys' School is part of the Bolton School Primary Division which also comprises the Junior Girls' School, the Infant School, full time Nursery and Kidzone wraparound care centre. The Head of Primary Division provides strategic oversight and direction of the Division alongside supporting the Heads of setting in the day-to-day management of the schools.

From the Junior Boys' School, pupils normally progress into the Boys' Division, following an Entrance Examination taken in January of Year 6. The Heads of the Infants and Junior Schools have been able to maintain a high standard for entry, and virtually all girls and boys qualify for entry into the Senior School. The senior schools have an intake equivalent to that of State Grammar Schools in the view of the Independent Schools Inspectorate.

Public examination results consistently place both Divisions among the top schools in the UK. In recent years all leavers have been able to transfer either directly, or after a gap year, to first degree courses in higher education, most to their first choice of institution.

Governance, Leadership and Management Structures in the Bolton School Foundation

In 1913 the first Viscount Leverhulme gave a generous endowment to the High School for Girls and the Bolton Grammar School for Boys on condition that the two should be equal partners known as Bolton School (Girls' and Boys' Divisions).

The Bolton School Foundation is led by the Head of Foundation, Mr Philip Britton MBE who has oversight of the overall direction of all elements of the Foundation. Within the Foundation structure, there are three Divisions; Girls' Senior led by Lynne Kyle, Boys' Senior led by Nic Ford and Primary Division led by Sue Faulkner. Each Head of Division and the Head of Foundation together with the Clerk and Treasurer, Cathy Fox, are the Foundation's 'Senior Officers'. They are directly accountable to the Governors.

The financial administration, estates, personnel management, and other technical aspects of the functioning of the Foundation are under the control of the Clerk & Treasurer. The Foundation operates as an educational charity but has its own related limited company, Bolton School Services Limited, as its trading arm, whose annual profits support the bursary fund.

The Governing Body

The Governing Body of Bolton School comprises seventeen members under the chairmanship of Mr Ian Riley. Mrs Joy Bailey, one of the three vice chairs, has specific responsibility for the Primary Division. Joy is also the named Governor with oversight of EYFS and assists the nominated Governor with oversight of Safeguarding (Dr Victoria Gibson).

The Appointment

The successful candidate is likely to be a graduate with a good honours degree, who holds qualified teacher status and who has flair and vision together with the necessary academic, educational and administrative experience to succeed in a post of this standing. Candidates will have a proven track record in leadership and the management of change. Good communication skills, oral and written, are essential.

The Head of the Junior School will be a person who is keen to be hands-on and to lead with passion. They will have a genuine interest in education and child development and its application in an independent school setting.

A detailed job description and person specification are included with the application pack. The content of the job description may be altered, following consultation, on appointment.

The Terms

An attractive salary package is available, commensurate with the size of the School, and with the previous experience of the successful candidate.

The appointment will be confirmed subject to a satisfactory medical declaration and other normal checking processes for appointments of this nature.

The Procedure

Interested parties are welcome to contact Nina Prentki, Personnel Assistant, (nprentki@boltonschool.org.uk / 01204 434792). There will also be the opportunity to meet members of staff.

We ask candidates to apply online for the position via the School's website at <https://bit.ly/4cXn6Qh>

The closing date for receipt of applications is **10am on Tuesday 01 October 2024**. Shortlisting will take place immediately and candidates will be invited to interview via email.

The proposed timetable for the selection process is as follows:

Tuesday 08 October	Day 1 – Longlist candidates
Wednesday 16 October	Day 2 – Shortlist candidates

Further information and details of the School and Foundation, including the most recent ISI reports, are to be found on the school's website: www.boltonschool.org.



JOB DESCRIPTION

HEAD OF BOYS' JUNIOR SCHOOL

BOLTON SCHOOL PRIMARY DIVISION

MAIN PURPOSE OF JOB:

To provide effective and inspirational leadership and management of Bolton School Junior Boys' School so that all children are provided with a caring, safe and stimulating environment which takes into account their individual needs and enables them to reach their full potential.

The Head of Boys' Junior School will work closely with the Head of Primary Division to shape and deliver a vision for the school which builds on its current strengths, sets a clear direction for the future and promotes its core value of nurturing each child's potential.

MAIN DUTIES:

General Duties

- To lead by example and inspire others in fulfilling the Bolton School Foundation's aims and objectives.
- To act as an ambassador for the Foundation and maintain a positive image of its aims and work.
- To be a visible and inspirational leader for pupils, staff and parents and teach a reduced timetable, modelling the highest standards of teaching for staff.
- To maintain a high standard of professional commitment, make a full and active contribution to the wider life of the School and to attend Foundation events.
- To set an example in terms of continuous personal and professional development, participating in appropriate training to maintain up-to-date professional expertise, and to keep abreast of current educational thought.
- To participate in meetings, administrative and organisational tasks related to the post.
- To act as Designated Safeguarding Lead for the Boys' Junior School and to ensure that all Safeguarding Policies and Procedures are rigorously applied.
- To take appropriate responsibility for the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and the Foundation's Health and Safety Policies and Procedures.
- To support the Foundation's Diversity and Equality Policy.
- To co-operate and liaise with colleagues throughout the Foundation for the good of the pupils and of the school.
- To carry out any other reasonable duties or responsibilities as may be required from time to time within the context of the post.

Specific Professional Duties

The Leadership and Management of the Junior Boys' School

Pupil welfare, development and pastoral care

- To provide a secure, stimulating and orderly environment in which pupils' happiness, welfare and all round development are nurtured.
- To ensure the highest quality of effective pastoral care for pupils.
- To establish a culture which promotes excellence and high expectations of all pupils.
- To promote an ethos of tolerance and equality, which allows appropriate provision for children with special educational needs or disabilities.
- To develop, implement and review policies and procedures which support the welfare and education of the pupils with the aim that each child is working to the best of his ability, is well disciplined, well mannered, considerate and happy.

- To oversee the maintenance of accurate pupil records and to monitor the use of records to inform planning and target setting at individual and whole school level.
- To take the lead regarding matters of safeguarding and child protection, and to attend relevant meetings and case conferences as required.

Pupil learning, progress and curriculum

- To play a leading role in establishing the highest standards of teaching and learning within the setting, including by providing an example of excellence within the classroom.
- To steer the delivery of a forward-thinking, innovative curriculum in the Junior School which supports and enables pupils to transfer to the Senior School with confidence and success.
- Build a collaborative learning culture within the school, and actively engage with other primary and secondary schools and other agencies to build effective learning communities.
- To lead and advise curriculum co-ordinators in line with agreed school practice and new developments and to brief and update colleagues on relevant policy and practice.
- To evaluate standards of achievement across the school, collecting and using rigorous data to understand the strengths and weaknesses of provision and inform the Head of Primary Division of future needs.
- To ensure a wide range of activities for pupils and to give them confidence in their ability to take on new challenges.
- Promote creativity, innovation and the use of appropriate new technologies to achieve excellence and to encourage the development of art, drama, music, sport and community involvement.
- To oversee the organisation of educational and recreational outings and visits from speakers.
- To have responsibility for the organisation and fronting of regular events such as assemblies, Harvest Festival, School Concerts, and Sports Day.

Ethos and leading pastoral care

- Ensure the ethos of the school is clearly and effectively articulated, shared and understood. Build a school culture which takes account of the strong ethos of the school.
- Promote a culture of encouragement, support and challenge in order to achieve each boy's full potential and the highest possible educational standards.
- To be in pastoral oversight of all pupils in the Junior School; this will involve the leadership of a recognised system of pastoral care which involves full communication with staff, boys, parents and Head of Primary Division.
- Provide nurturing and attentive pastoral care for all the boys.
- Ensure exemplary standards of behaviour and attendance.
- Maintain and develop existing community links.
- Create and maintain an effective partnership with parents to support and improve boys' achievement and personal development.
- Ensure all members of staff contribute to the extra-curricular life of the school and encourage all boys to participate in extra-curricular events. Encourage a wide variety of extra-curricular activities, ensuring a balance of excellence for some and opportunity for all.

Parents

- To develop and maintain excellent partnerships with parents to provide the optimum opportunities for pupils.
- To provide ample opportunities for open communications with parents to ensure strong parental engagement.
- To provide advice and support for parents about their child's development.

Staff Welfare & Management

- Develop, motivate and lead all staff to achieve the highest professional standards.
- To provide leadership and management to ensure the smooth day-to-day running of the Junior School.
- To work with the Head of Primary Division to appoint, lead and manage the Junior School staff and to

commit to a programme of development for staff so that they are fully supported and able to further their own learning and skills.

- To lead regular staff meetings.
- To be responsible for monitoring the quality of work of all academic and support staff, ensuring that the best standards of practice are consistently applied throughout the School.
- To deploy teaching and non-teaching staff in an efficient manner, including the organisation of appropriate cover within Park Road in the event of illness, training and absence.
- To communicate matters concerning the Foundation to academic and support staff in Park Road and vice versa.

Resource Management & Marketing

- To take responsibility for the preparing and monitoring of the School's budget, in consultation with the Head of Primary Division with responsibility for Park Road.
- To monitor and oversee the ordering, maintaining and updating of resources within the setting and to ensure the efficient management of available resources.
- To contribute to the recruitment of pupils of the appropriate ability.
- To contribute to the Foundation's marketing strategy and to participate in Open Days and activities which promote the School to a wider audience.

Community & Partnership

- To meet regularly with the Head of Primary Division (normally once a week) and with the other Primary Heads (normally once every fortnight).
- To establish and maintain good relationships and regular contact with the Infant School, ensuring an easy transition in to Year 3 for all pupils.
- To establish and maintain good communications and relationships within the school and with key stake-holders including neighbours, local schools, the local community, professional bodies and former pupils.
- To ensure representation of the Junior Boys' School on the Parents' Association Committee.
- To represent the School at local Head teachers' gatherings.

Compliance and Development Planning

- To contribute to and support the implementation of the Foundation's strategic development plans.
- To work with the Head of Primary Division to create and deliver a development plan with a focus on the Junior Boys' School.
- To assist with the production of the School's SEF or equivalent evaluation material.
- Ensure all policies are kept up to date, working closely with teaching staff and the Head of Primary Division.
- To work with the Head of Primary Division to ensure the School meets all its obligations in relation to Health and Safety, ISI and DfE regulations as well as other statutory requirements.
- To produce reports for and, if required, attend Governors' meetings.



PERSON SPECIFICATION

HEAD OF BOYS' JUNIOR SCHOOL

BOLTON SCHOOL PRIMARY DIVISION

EDUCATION/TRAINING/QUALIFICATIONS	ESSENTIAL/ DESIRABLE	EVIDENCE Application Form, Interview, Reference
Qualified Teacher Status/B Ed/PGCE.	E	Application Form
Honours Degree from a respected University.	E	Application Form
Post-entry curriculum or management qualification.	D	Application Form
Recent participation in a range of in-service training relevant both to the curricular and management aspects of the post.	D	Application Form & Interview
KNOWLEDGE/EXPERIENCE	ESSENTIAL/ DESIRABLE	EVIDENCE
Experienced and successful teacher, with a love of teaching and an awareness of developments in the wider educational environment.	E	Application Form & Interview & Reference
Knowledge of effective teaching, learning and assessment strategies across the age and ability range.	E	Application Form & Interview & Reference
Excellent communication skills, both written and verbal, and ability to deal effectively with parents, staff & other stakeholders.	E	Application Form & Interview & Reference
Relevant leadership and management experience in a Junior School (or Junior Department of a junior/ senior school).	E	Application Form & Interview
A proven track record as a successful Head or Deputy.	D	Application Form & Interview
Experience of policy development and the management of change.	D	Application Form & Interview

Experience of school improvement strategies and of supporting colleagues' professional development.	E	Application Form & Interview
Awareness of best practice with regard to the use of whole school and individual data in planning for change.	E	Application Form & Interview & Reference
Personal involvement in the preparation of budgets and the management of buildings and other resources.	D	Application Form & Interview & Reference
Personal involvement in the business management of a profit-making organisation.	D	Application Form & Interview
A commitment to sound principles of management through the establishment of clear standards and expectations.	E	Application Form & Interview & Reference
Experience of employing effective performance management processes, identifying development needs and delegating appropriately.	E	Application Form & Interview & Reference
An ability to demonstrate sound judgement in the appointment and development of staff, and an ability to manage challenging situations.	D	Application Form & Interview
Experience of planning and thinking strategically.	D	Application Form & Interview
Knowledge of the Independent education sector, including Inspection.	D	Application Form & Interview
A confident user of IT for communications, management and tracking purposes.	E	Application Form & Interview
A sound understanding of local and national policies, priorities and statutory frameworks, including those relating to the safeguarding of children.	E	Application Form & Interview & Reference
PERSONAL SKILLS AND ATTRIBUTES	ESSENTIAL/ DESIRABLE	EVIDENCE
Natural authority, 'presence', and leadership qualities, leading by example and commanding the respect of staff, pupils and parents.	E	Application Form & Interview & Reference

Passionate commitment to the academic, personal and social development and well-being of the children in his/her care.	E	Application Form & Interview & Reference
A 'people person' with enthusiasm, integrity and a sense of perspective.	E	Application Form & Interview & Reference
Awareness and understanding of the concerns related to pupils in this age group, and their parents.	E	Application Form & Interview
Clear and concise communicator, both orally and in writing.	E	Application Form & Interview & Reference
Energy and imagination, with an unwavering commitment to the continuous development of the school.	E	Application Form & Interview
Drive and stamina with the ability to set and meet demanding personal targets.	E	Application Form & Interview & Reference
A consistent approach with the ability to set and maintain high standards of behaviour.	E	Application Form & Interview & Reference
A willingness to consult, listen and refer to others.	E	Application Form & Interview & Reference
An ability to prioritise time effectively, to re-prioritise in a fast changing environment and to plan ahead.	E	Application Form & Interview & Reference
An orderly and systematic approach but with the ability to work flexibly when required.	E	Application Form & Interview & Reference
The ability to motivate others across a range of settings.	E	Interview & Reference
An ability to resolve difficult situations using effective influencing and negotiation skills.	E	Application Form & Interview & Reference

A desire to support staff and enable them to feel valued.	E	Application Form & Interview & Reference
An understanding of the needs of parents as 'customers'.	E	Application Form & Interview & Reference
A keen interest in and a willingness to become involved in the wider life of the School.	E	Application Form & Interview & Reference



TERMS AND CONDITIONS

HEAD OF BOYS' JUNIOR SCHOOL

BOLTON SCHOOL PRIMARY DIVISION

SALARY
<p>The starting salary will be based on point 14 on the Bolton School Leadership Salary Scale, which is currently £64,304 per annum.</p> <p>For new members of staff, a 5% pension enhancement allowance in lieu of membership to the Teachers' Pension Scheme will be paid. The salary will therefore equate to £67,519 per annum.</p>
HOURS OF WORK
<p>The post holder will be expected to attend personally to such duties connected with the work of the school during any hours, including out of school hours, as the Head of Primary Division may reasonably direct. In addition, those who join the School will be required by the Head to work for varying short periods after the end, and before the beginning of any term. A contribution to the extensive extra-curricular programme will be expected alongside a small teaching commitment.</p>
HOLIDAY
<p>All school holidays as indicated for teaching staff (rather than pupils) except as described above.</p>
LINE MANAGEMENT
<p>Head of Primary Division.</p>
PENSION
<p>All teachers who join Bolton School will be automatically enrolled into the Bolton School Group Personal Pension Scheme. In this scheme the minimum employee contribution is 6% of gross earnings and the School contributes 10%. There is the option to join the Group Personal Pension Scheme on a salary exchange basis.</p> <p>Further details are available upon request.</p>
OTHER BENEFITS
<ul style="list-style-type: none">▪ Training and development opportunities will be offered.▪ A generous level of PPA.▪ Payment whilst absent will be in accordance with the current Teachers' Sick Pay Regulations, as defined in the School Teachers' Pay and Conditions Document.▪ Life Assurance cover at 2 times salary up until the age of 65.▪ Where appropriate fee remission arrangements will be offered for children to attend the Primary and Senior School.▪ In line with school policy employees will have the opportunity to arrange to educate their children from Nursery age to 6th form; all on the Bolton School campus.▪ Convenient, affordable, quality childcare provision will be available before and after the school day for children who are also Bolton School pupils.▪ Lunches will be provided free of charge on campus.

- Access to a free Employee Assistance Programme for all employees and their family members. As well as access to a 24-hour confidential helpline with counselling services, this benefit includes access to the Health Assured website and App, both of which have a wealth of wellbeing advice and guidance available.
- Free parking on site and an easily accessible campus with strong transport links (including being on a direct bus route).
- Ride to Work Scheme available.
- Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts.
- Warm and friendly community.

An online search will be carried out on candidates who are shortlisted for interview. The search will be completed by a member of staff who is not directly involved in the recruitment process and will be based on information publicly available. The purpose of the check is to help identify any incidents or issues that have happened, and are publicly available online. Any information found that could potentially impact safeguarding or reputation will be passed to the hiring manager who will discuss any concerns with the candidate at interview before a decision is made regarding suitability.

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in their application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will also be checked.

After the appointment is made the successful candidate will be required to complete a medical declaration and a check will be made to see if a prohibition from teaching order exists along with a check of the Children's Barred List and an Enhanced Criminal Records Check through the Disclosure and Barring Service. The School will seek two references prior to the interview.

The successful applicant will be required to complete a twelve month probationary period.