

ELIS Murcia Job Description: Head of Middle School (Years 7 & 8)

The Head of Middle School (Years 7 & 8) at ELIS Murcia plays a pivotal role in overseeing the academic and pastoral development of students as they transition from Lower School and prepare for Upper School at Montevida. This position involves close collaboration with subject teachers and Heads of Faculty to ensure the delivery of a comprehensive British curriculum while fostering a positive and supportive school environment. Reporting to the Head of Upper School, the Head of Middle School ensures that students in Years 7 & 8 are well-prepared both academically and personally for the next stage in their educational journey.

Duties and Responsibilities

Leadership, Safeguarding, and Management:

- **Oversight of Years 7 & 8:** Provide leadership and strategic oversight for the academic and pastoral development of students in Years 7 & 8, ensuring smooth transitions from Lower School and preparing students for the Upper School at Montevida.
- **British Curriculum Development:** Collaborate with subject leaders to ensure the implementation and continual development of a full and comprehensive British curriculum, tailored to meet the needs of students as they approach Upper School.
- **School Improvement Initiatives:** Lead specific areas of focus within the School Improvement Plan (SIP) for Years 7 & 8, reporting on progress and initiatives to the Head of Upper School and the Senior Leadership Team (SLT).
- **Safeguarding Officer:** Act as the safeguarding officer for Years 7 & 8, ensuring compliance with safeguarding policies and promoting the safety and well-being of all students.
- **Collaboration with Middle School Leadership:** Work closely with other phase leaders and subject leaders to ensure cohesive academic and pastoral strategies that support holistic student development.

Pastoral Care and Behaviour Management:

- **Pastoral Leadership:** Provide overall leadership for pastoral care in Years 7 & 8, working with form tutors to ensure a supportive and nurturing environment. Foster a positive school culture that aligns with ELIS Murcia's values: Respect, Care, Perseverance, Kindness, and Honesty.
- **Behaviour Oversight:** Lead behaviour management for Years 7 & 8, adhering to the school's behaviour matrix. Oversee interventions at Level 2 and 3, working closely with the SLT on serious behavioural matters (Level 4 incidents).
- **Crisis Management:** Be prepared to lead crisis interventions for Years 7 & 8, coordinating with the SLT and external professionals when necessary.
- **Parent Communication:** Maintain open and transparent communication with parents regarding pastoral and behavioural matters, ensuring they are involved in key aspects of their child's development.



Academic Development and Curriculum Oversight:

- **Curriculum Alignment:** Ensure that the academic curriculum in Years 7 & 8 is comprehensive and fully aligned with British curriculum standards. Work collaboratively with subject leaders to integrate best practices and high standards across all subjects.
- **Transition to Upper School:** Facilitate the smooth academic transition from Middle School to the Upper School at Montevida, ensuring that students are well-prepared academically and pastorally for the next stage in their education.
- **Data Management and Analysis:** Oversee assessment systems and student progress tracking in Years 7 & 8. Work with the SENCo to address the needs of EAL, SEN, and gifted and talented students.
- **Targeted Academic Interventions:** Develop and implement effective interventions for students who are underperforming or facing challenges, ensuring that all students are supported in reaching their potential.

Collaboration and Reporting:

- **Reporting to Senior Leadership:** Report regularly to the Head of Upper School and the wider SLT on the academic and pastoral development of students in Years 7 & 8, providing data-driven insights and proposing strategies for continuous improvement.
- **Working with Subject Leaders:** Collaborate with subject leaders and faculty members to ensure that teaching and learning across Years 7 & 8 are consistently excellent, leveraging the "Looking for Learning" framework to foster high-quality educational practices.
- **Professional Development:** Work with subject leaders to identify areas for professional development within the Middle School teaching team, ensuring staff have access to ongoing training to enhance teaching and learning outcomes.

Other Responsibilities:

- **Adherence to School Policies:** Ensure that all policies and procedures, as outlined in the Staff Handbook, are followed diligently by staff and students in the Middle School.
- **Additional Duties:** Undertake other reasonable duties as requested by the Head of Upper School or members of the Senior Leadership Team to support the ongoing success and development of the Middle School.

Reporting and Support Structure:

- **Line Manager:** Head of Upper School, with regular updates provided to the Senior Leadership Team (SLT) on all matters pertaining to Years 7 & 8.
- **Supported By:** Head of Year 7 & Phase Leader for Y8 & Y9 and Heads of Faculty, ensuring a cohesive approach to both academic and pastoral responsibilities.

Reviewed by: Written by Head of Upper School, July 2024.

Next review: July 2025.