

JOB DESCRIPTION: Head of Primary

LINE MANAGER: Principal

SALARY: Leadership Scale

**JOB PURPOSE**

To lead and manage the primary school.

All staff at BISR are expected to make the education and welfare of their students their first concern, and are accountable for achieving the highest possible standards in work and conduct. Staff act with honesty and integrity; have strong understanding of the roll, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents and each other in the best interest of their students. They should conduct themselves in an appropriate professional manner at all times to foster the Mission and Motto, aims and strategic plans of BISR and its LT.

All staff are therefore expected:

* To be aware of and committed to the mission, motto, values and all associated school policies
* To take an active role in the development and implementation of school policies and in the whole life of the School
* To ensure that there are equal opportunities for all
* To follow school procedures as outlined in the staff handbook
* Reporting directly to the school’s Board of Governors, the Head of Primary is the leader of the primary section, responsible for all aspects of leading and managing the primary school in such a way as to continually strive for excellence

**RECRUITMENT CRITERIA**

* At least five years successful teaching experience including at least five years middle or senior management experience
* Experience of teaching the English National Curriculum
* A strong academic background
* Have a clear vision for and philosophy of education and the ability to translate that into practice
* The capacity to manage change and lead staff in a sustained programme of school improvement
* A strong track record of professional achievement in primary education
* Thorough knowledge of all aspects of UK Primary education
* A leadership style that is motivational, energetic and persuasive
* A proven capacity to identify, attract, recruit and retain talented staff
* The ability to think and plan strategically for the continuing development of the Primary school and to convert strategies into operating plans that can be implemented successfully
* Strong interpersonal and communication skills, so as to ensure good relationships of mutual trust and respect with all stakeholders
* The ability to work within agreed policies and procedures while confident and willing to take the initiative and learn new skills
* A sound grasp of financial management
* Enthusiasm, energy and a capacity for sustained hard work
* Successful professional experience in an international school outside the UK

**KEY ACCOUNTABILITIES**

**Developing the ethos**

* Ensure the Mission of the school is clearly articulated, shared, understood and acted upon effectively by all
* Work within the school community to translate the Mission into agreed objectives and operational plans, which will promote and sustain school improvement
* Demonstrate the Mission and Motto in everyday work and practice
* Motivate and work with others to create a shared culture and positive climate
* Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence
* Ensure that the strategic planning takes account of the diversity, values and experience of the school and community

**Leading Learning and Teaching**

* Ensure a consistent and continuous school-wide focus on pupils’ achievements, using data and benchmarks to monitor progress in every child’s learning
* Ensure that learning is at the centre of strategic planning and resource management
* Establish creative, responsive and effective approaches to learning and teaching
* Ensure a culture and ethos challenge and support where all pupils can achieve success and become engaged in their own learning
* Demonstrate and articulates high expectations and sets stretching targets for the whole school community
* Implement strategies which secure high standards of behaviour and attendance
* Determine, organise and implement a diverse, flexible curriculum and implements effective assessment framework
* Takes a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils
* Monitors, evaluates and reviews classroom practice and promotes improvement Strategies
* Challenges underperformance at all levels and ensures effective corrective action and follow-up

# Developing self and others

* Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture
* Build a collaborative learning culture within the school
* Develops and maintains effective strategies and procedures for staff induction, professional development and performance review
* Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities
* Acknowledge the responsibilities and celebrate the achievements of individuals and teams
* Develops and maintains a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory
* Regularly review own practice, sets personal targets and take responsibility for own personal development
* Manages own workload and that of others to allow an appropriate work/life balance

**Managing the Organisation**

* Maintain an organisational structure which reflects the school’s values, and enables the management systems, structures and processes to work effectively
* Produces and implements clear, evidence-based improvement plans and policies for the development of the primary school
* Manage the primary school’s financial and human resources effectively and efficiently to achieve the school’s educational goals and priorities
* Work with the Principal to recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the school
* Implement successful performance management processes with all staff
* Manages and organises the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations
* Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money
* Use and integrate a range of technologies effectively and efficiently to manage the school
* Fulfils commitments arising from contractual accountability to the governing body
* Develops a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
* Ensures individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation
* Develops and presents a coherent, understandable and accurate account of the primary school’s performance to a range of audiences including governors, parents and carers
* Reflect on personal contribution to school achievements and take account of feedback from others

**Strengthening Community**

* Build a school ethos culture and curriculum which takes account of the richness and diversity of the school’s communities
* Create and promotes positive strategies for challenging racial and other prejudice and dealing with racial harassment
* Ensure a range of community-based learning experiences
* Provide for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
* Create and maintains an effective partnership with parents and carers to support and improve pupils’ achievement and personal development
* Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community
* Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives
* Co-operate and work with relevant parties to protect children

**Safeguarding Children & Safer Recruitment**

* The Head of primary should ensure that the policies and procedures adopted by the governing body are fully implemented and followed by all staff
* Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions, and contributing to the assessment of children
* Ensure all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices

**Strategic direction and development of the subject**

* Contribute to whole school policy-making and strategic planning as required by the Principal
* Prepare, monitor and update annual departmental plans in consultation with colleagues
* Take the lead in ensuring that school policies and strategies are embedded in schemes of work and departmental plans

**KEY EXPECTATIONS**

All staff are expected to:

* Be aware of and committed to the mission, vision, values and all associated school policies
* Take an active role in the development and implementation of school policies and in the whole life of the School
* Ensure that there are equal opportunities for all
* Follow school procedures as outlined in the staff handbook

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| Name of post-holder | Signed by post-holder | Date |
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| Name of line manager | Signed by line manager | Date | To be reviewed |
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