

## Head of Primary

The Head of Primary School is the instructional leader and administrative manager of the Primary and Early Years School. We seek an informed, reflective practitioner who uses enquiry learning strategies to create positive learning environments which motivate and challenge all learners to become self-regulated, life-long learners and leaders.

### Job description

#### Member of the Senior Leadership Team

As an integral member of the Senior Leadership Team (SLT) will work closely with the Principal, Head of Secondary and Director of School Operations.

#### **The Head of Primary School will be responsible for:**

##### Establishing Goals and Expectations

*The setting, communication and monitoring of learning goals, standards and expectations and the involvement of staff and others in the process so that there is clarity and consensus about goals*

- Contribute to the development of whole school strategic planning
- Lead the development of the Primary and Early Years School goals and targets that support school goals
- Engage students and staff in the development of subject and individual goals and targets in the Primary and Early Years School
- Communicate Primary and Early Years School goals and targets to relevant staff and students

##### Strategic Resourcing

*Aligning resource selection and allocation to priority goals. This includes the provision of appropriate expertise through involvement in staff appointments*

- Contribute to whole school decisions about resource allocation
- Manage the annual budget for the Primary and Early Years School
- Engage in staff appointments
- Ensure all policy documents are available to new staff joining the school or to those who might require them.

##### Planning, Coordinating and Evaluating Teaching and the Curriculum

*Direct involvement in the support and evaluation of teaching through regular classroom visits and provision of formative and summative feedback to teachers. Direct oversight of curriculum through school wide coordination across subjects and year levels and alignment to school goals*

- In consultation with the Principal develop and implement effective Primary and Early Years School departmental development plans to reflect 'innovative' curriculum design
- Contribute to school wide curriculum development
- Support and evaluate quality of teaching in the Primary and Early Years School
- Promote and engage in the teacher appraisal process across the school
- Identify professional learning needs in the Primary and Early Years School and plan to meet them

### Promoting and Participating in Teacher Learning and Development

*Leadership that not only promotes but directly participates with teachers in formal or informal professional learning*

- Identify teacher professional learning needs in the Primary and Early Years School
- Promote and model teacher professional learning in content and pedagogy

### Ensuring an Orderly and Supportive Environment

*Protecting time for teaching and learning by reducing external pressures and interruptions and establishing an orderly and supportive environment both inside and outside classrooms*

- Provide a safe physical and emotional environment in the Primary and Early Years School
- Lead the development and maintenance of a collegial and supportive culture in the school that
- Encourage risk taking and openness
- Develop and implement procedures to support good classroom engagement and behaviour
- Lead the development and implementation of effective systems for managing the routines and processes across the school
- Ensure that communications with students and parents are positive and effective, and consistent with school wide expectations
- Hold regular meetings of teachers to deal with matters of interest and significance relating to the work of the Primary and Early Years School
- Construct and regularly update the whole-school calendar
- Collaborate with timetable coordinator in the construction of the school timetable
- To monitor that all new staff are inducted in a cohesive and effective manner ensuring all staff are settled and aware of the particular responsibilities.
- Ensure that all staff in are familiar with school wide systems and processes as applicable
- Lead aspects of external accreditation
- To liaise with the coordinators of Round Square and Outdoor Education as well as school programmes such as gap students, exchange students, interns etc monitoring these programmes so that they enhance the ethos of the school

### Other Projects, Duties and Responsibilities

- Be responsible for Primary and Early Years School admissions
- Be responsible for student welfare and behaviour in the Primary and Early Years School
- Provide leadership and management of the Primary and Early Years School management team
- Develop and oversee assessment and reporting in the Primary and Early Years School
- Guide, mentor and support founding staff at sister campus (Langsuan) in Bangkok

## **Personal Specification**

### Qualifications and Training

- A degree plus teaching qualification
- Evidence of continued relevant professional development
- Higher degree or recognised professional qualification (preferred)

### Experience

- Experience of leadership in a school environment
- Experience in or an understanding of an international school environment (preferred)

### Knowledge and Understanding

- Practical understanding of effective teaching and learning strategies
- Theoretical understanding of effective teaching and learning strategies
- Relevant curriculum knowledge

### Competencies

- Establish and maintain good relationships with colleagues, learners and parents
- Communicate effectively orally and in writing
- Deal effectively with learners and staff
- Positively influence others
- Listen actively
- Motivate and engage with colleagues

### Person Qualities

- A genuine liking and appreciation of children
- Resilient, flexible and adaptable
- Sense of humour
- High standards and expectations
- Motivated