

LOCATION	British School of Beijing, Sanlitun
JOB TITLE	Academic Leader
JOB PURPOSE	To successfully lead a phase of teachers and teaching assistants, ensuring outstanding curriculum provision and creating an environment conducive to that of a premium and contemporary school. To coordinate a substantive area of curriculum, contributing to the academic direction of the school with the Academic Leader Team
REPORTING TO	Deputy Head of Primary, Principal, Head of Early Years
DIRECT REPORT	Deputy Head of Primary
OTHER KEY RELATIONSHIPS	Class teachers and teaching assistants.
PACKAGE	Comprehensive – inc. highly competitive salary, accommodation allowance, annual flights, health insurance, relocation allowance, end of contract gratuity, up to two free child places.

Key Responsibilities:

The responsibilities outlined in this job description are in addition to those outlined in the roles and responsibilities of a classroom teacher.

Academic Leaders require significant contribution beyond the classroom. Flexibility, positivity and an acceptance of a busy workload are key requirements for this post.

In fulfilling the requirements of the post, the Academic Leader will demonstrate essential professional characteristics, and in particular will:

Strategic Management

- Oversee weekly planning meeting, ensuring the highest quality learning opportunities for students that impact on progress and high attainment
- Set high expectations of excellence within his/her phase, by meeting regularly to compare and monitor examples of students work
- Performance manage teachers
- Coach, mentor and help develop teachers to be the best they can be
- Create meaningful accountability for outcomes
- Offer professional advice and appropriate guidance to improve teaching and learning
- Monitor formative and summative assessment within the Year Group and ensure that curriculum expectations are met
- Make effective use of formative and summative assessment to plan and target challenging learning opportunities for all students
- Monitor and record students' learning to ensure they achieve challenging targets;
- Report on progress to appropriate stakeholders
- Ensure all students are provided with effective teaching in order to achieve their best;
- Positively target and support individual learning needs
- Maintain high levels of behaviour and discipline in line with the school policies and ethos, ensuring students are displaying high quality learning behaviours
- Make effective use of homework and extra-curricular learning opportunities
- Ensure purposeful and safe learning environments that impact on teaching and learning
- Ensure transformative use of modern technology such as ipads, macs and software to enhance learning opportunities
- Make use of Nord Anglia University to enhance professional development
- Make use of Global Classroom online to provide students with access to a global network
- Ensure that TA's are provided with appropriate teaching opportunities that fully prepares them to cover for the teacher where necessary
- Report on progress to appropriate stakeholders
- Contribute headline achievements to the marketing department, including overseeing contributions to newsletters, blogs and website

Organizational Leadership

- Ensure that the school's behavior management policies are consistently applied across the year group; that a positive approach to behavior management is evident and that good behavior is adequately and consistently rewarded across the year group
- Ensure that displays are used effectively to promote high expectations and celebrate high standards within their phase group
- Project a positive approach to school development initiatives and school events within their year team
- Keep SLT informed of year group actions by providing appropriate minutes for meetings
- Ensure that their personal appearance is in line the expectations of an NAE school and in so doing act as a role model to their year team
- Ensure that their year group demonstrates a well organised learning environment that is in line with the school policies and corporate image
- Be an outstanding role model in promoting the school's mission
- Ensure cover in the absence of teachers and TAs
- Ensure timetabling of lessons, indoor break duties, and any other duties that relate directly to the Phase
- Successfully delegate tasks to other members of the team (including teachers and TAs) to ensure workload across the year group is manageable and give the necessary experience to others
- Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved
- Communicate effectively with parents of students, liaising with other staff as appropriate, including on ensuring the quality of all written and verbal communication to staff (including reports and email)
- Report to the SLT and School Principal with honesty and transparency

Other Requirements

- Contribute positively to the morale and community spirit in the school
- Work effectively with different teams
- Assist in whole school marketing initiatives and contribute to the growth of the school
- Operate at all times within the stated policies and practices of the school
- Maintain an up to date knowledge of good /outstanding practice in primary teaching techniques
- Keep knowledge of wider curriculum developments up to date
- Undertake professional development to enhance teaching and students' learning, and share outcomes with colleagues
- Meet responsibilities with regard to health and safety, equal opportunities and other relevant legislation and conform to professional and ethical requirements
- **Any other appropriate duties as allocated by members of the school's leadership team**

PERSON SPECIFICATIONS	
Qualifications/Training	
▪ Qualified to degree level or above	Essential
▪ Qualified Teacher status	Essential
Experience / Knowledge	
▪ Proven track record with at least five years' teaching experience	Essential
▪ Experience of being part of a highly successful school	Desirable
▪ Experience of leadership/management in a school	Desirable
▪ Demonstrable evidence of innovating and adapting curricula to engage children and enable them to perform highly	Essential
▪ Experience of delivering a UK National Curriculum	Desirable
▪ Working in partnership with parents	Essential
Skills	
▪ Excellent oral and written communication skills	Essential
▪ Ability to engage children and enable them to perform highly	Essential
▪ Strong organisational skills	Essential
Personal Attributes	
▪ Passionate about education and young people	Essential
▪ Evidence of commitment to continuous professional development	Essential
▪ Confident global citizen or a willingness to become one	Desirable
▪ Understand the complex and demanding environment of an international school community	Desirable

OTHER CONDITIONS

- Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.
- Compliance with visa requirements for working in China
- This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described are subject to change and may vary or be amended from time to time without changing the level of responsibility associated with the post.
- Duties may be modified by the Principal or Head of Primary to reflect or anticipate changes in the job, commensurate with the job title.