

<b>LOCATION</b>	<b>Nord Anglia International School Dublin</b>	
<b>JOB TITLE</b>	<b>Head of Primary</b>	
<b>JOB PURPOSE</b>	To offer leadership, inspiration and guidance to the primary teaching staff, to ensure the smooth day to day operations of the primary school, and to work effectively as a key member of the School Leadership Team.	
<b>REPORTING TO</b>	Principal	
<b>DIRECT REPORTS</b>	Primary teachers and Teaching Assistants	
<b>OTHER KEY RELATIONSHIPS</b>	Business Manager, Director of Admissions and Marketing, Finance Manager.	
<b>PACKAGE</b>	Competitive	
<b>KEY RESULT AREA</b>		<b>MEASURES OF PERFORMANCE</b>
<ul style="list-style-type: none"> <li>• Responsible for all day to day operations of the primary school.</li> <li>• Development of a high performance culture, for students and staff.</li> <li>• Staff development, including new staff induction and staff professional development reviews.</li> <li>• Performance management of all staff, including development of job descriptions, assessment against professional standards, monitoring of attendance and punctuality, development of a culture of accountability and collective responsibility.</li> <li>• Planning and managing the efficient deployment of staff.</li> <li>• Management of individual staff issues, including recommendations to the Principal about contract renewal or release.</li> <li>• Development of primary school curriculum</li> <li>• Development and implementation of action plans for areas of teaching and learning that give cause for concern.</li> <li>• Liaison with the Principal, in the purchasing of all teaching and learning resources.</li> <li>• Assisting the Principal in all primary student enrolment matters, including meeting and engaging with prospective parents and students.</li> <li>• Liaison with and support for Head of Admissions, regarding new student orientation.</li> <li>• Ensure clear communication channels internally and with parents.</li> <li>• Responsible for building links with parents, including particular nationality groups. Responsible, with the Principal, for working with PTA Parent Representatives and Room Parents.</li> <li>• Responsible for the look and feel of the primary school, including general atmosphere, display material, electronic noticeboards and tidiness.</li> <li>• Responsible for the overall pattern of events in the primary school calendar, and for maintaining a reliable diary of forthcoming events.</li> <li>• Responsible generally for all primary school events, through the events co-ordinator or other designated staff.</li> </ul>		

<ul style="list-style-type: none"> <li>Responsible for managing Parent-Teacher conferences and prize-giving.</li> <li>Responsible for managing budgets and expenditure</li> </ul>	
<b>Personal Development</b> <ul style="list-style-type: none"> <li>Continual development through the identification and implementation of your own Personal Development Plan</li> </ul>	<ul style="list-style-type: none"> <li>Improved performance</li> <li>Performance appraisal</li> <li>Personal Development Plan</li> </ul>
<b>OTHER</b> <ul style="list-style-type: none"> <li>Promote and embodies <i>The CORE 7 Leadership Capabilities</i>:               <ol style="list-style-type: none"> <li><b>Accountable</b> – Establishes a high performing culture and accepts accountability for organisational performance.</li> <li><b>Strategic</b> – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction</li> <li><b>Collaborative</b> – Works collaboratively with others to achieve organisational outcomes</li> <li><b>Entrepreneurial</b> – Creates organisational value for diverse stakeholders and achieves commercial success</li> <li><b>Enabling</b> – Drives excellence through valuing and developing others</li> <li><b>Agile</b> – Achieves personal and organisational success within a changing, dynamic and complex environment</li> <li><b>Resilient</b> – Demonstrates personal resilience within a demanding environment of high expectations</li> </ol> </li> <li>Each individual must ensure that they meet their statutory responsibilities and Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation</li> <li>A commitment to safeguarding and promoting the welfare of all pupils.</li> <li>Willingness to undertake appropriate child protection training when required</li> </ul>	<ul style="list-style-type: none"> <li>Valued member of the team and organisation</li> </ul>

PERSON SPECIFICATIONS		
<b>Qualifications/Training</b>		
<ul style="list-style-type: none"> <li>Qualified Teacher status with a minimum of 5-7 years teaching and leadership experience</li> </ul>		Essential
<b>Experience / Knowledge</b>		
<ul style="list-style-type: none"> <li>School curriculum (IB Primary Years Programme) and associated assessment methods</li> </ul>		Essential
<ul style="list-style-type: none"> <li>Up to date knowledge of curriculum developments</li> </ul>		Essential
<ul style="list-style-type: none"> <li>Application of effective teaching and learning theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies)</li> </ul>		
<ul style="list-style-type: none"> <li>Proven leadership and people management skills</li> </ul>		Essential
<ul style="list-style-type: none"> <li>A management background in educational institutions</li> </ul>		Essential
<ul style="list-style-type: none"> <li>Budget management experience</li> </ul>		Essential

▪ Experience in an international setting	Essential
▪ Proven curriculum management/development skills	Essential
▪ Experience of timetable construction	Essential
<b>Skills</b>	
▪ The ability to develop good personal relationships within a team	Essential
▪ An effective communicator (written and verbal) to a variety of audiences	Essential
▪ High level of IT competency	Essential
▪ Familiarity with management information systems	Essential
<b>Personal Attributes</b>	
▪ Passionate about delivering quality education	Essential
▪ Able to command respect of pupils, colleagues and parents	Essential
▪ Organised, with proven ability to meet deadlines and make decisions in a timely fashion	Essential
▪ Driven by wanting to improve quality and develop the school	Essential
▪ Reliable with an attention to detail and a commitment to quality	Essential
▪ An innovator with a willingness to embrace change	Essential
▪ A willingness to develop strategies for creating community links	Essential
▪ An excellent sense of humour	Essential
▪ High levels of personal integrity.	Essential
▪ Excellent organisational and time-management skills	Essential
▪ Attention to detail	Essential
▪ Ability to work under pressure and remain calm	Essential
▪ Willingness to take on multiple tasks	Essential
▪ Proactive and able to prompt others to ensure deadlines are achieved	Essential
▪ Self-motivated and enthusiastic	Essential
▪ Ability to work independently	Essential
▪ Continually strive for improvement	Essential
▪ Adaptability	Essential

## OTHER CONDITIONS

Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent in Ireland and other countries candidate has lived and worked. Compliance with visa requirements for working in Ireland.

