



**The British
International School
Kuala Lumpur**

No. 1, Changkat Bukit Utama, Bandar Utama,
47800 Petaling Jaya, Selangor
Tel: +6 03 7727 7775
www.britishschool.edu.my

Head of Primary Job Description

(Reporting to: Headteacher)

Job Purpose:

- Hold and articulate clear values and moral purpose, focused on providing a *World Class Education* for the pupils they serve.
- Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.
- Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Ensure that the school's systems, organisation and processes are well-considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
- Establish an educational culture of learning as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability.

Leadership:

- Support the Headteacher in providing a clear vision and direction for the development of the school.
- Along with Whole School Leadership Team (WSLT), communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.
- Assume responsibility for the leadership and management of the school in the absence of the Headteacher.
- Contribute to the strategic direction of the Primary School via the Whole School Strategic Plan.

- Contribute significantly to policy development and organisation by playing a leading role in the preparation, implementation and monitoring of the School Development Plan.
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Establish good relationships, encourage good working practices and support and lead teachers.
- Plan, organise and chair staff meetings as appropriate in order to ensure school policies and practices are being implemented.

Teaching and Learning:

- Lead by example as a teacher and as a leader, setting appropriate expectations for staff and pupils in relation to standards of pupils' achievements and the quality of teaching, establishing clear targets for improving and sustaining pupils' achievement.
- Ensure that all pupils have access to excellent curriculum and extra-curricular provision, and that they experience learning of the highest quality.
- Ensure pupil progress is tracked and monitored in order that all pupils in the primary school fulfil their academic potential.
- Support primary leaders in the development and implementation of curricular initiatives.
- Review long term planning in the school to ensure coverage, progression and a range of learning experiences across the primary school.
- Work with the Year Leaders / Primary Leadership Team to ensure effective transition arrangements between stages to ensure continuity and progression for all pupils.

Standards and Quality Assurance:

- Support the aims and ethos of the school.
- Hold all staff to account for their professional conduct and practice.
- Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice
- Lead aspects of monitoring the quality of teaching and learning in the school, in line with the school policy and the school's SDP. This will include: Performance Management cycle, lesson observations, monitoring of short and medium term planning, assessments, records, pupil interviews and scrutiny of pupils' work.
- Distribute leadership throughout the primary school, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.
- Support and mentor staff as needed or requested by them to meet 'Performance Management' targets.
- Uphold the school's code of behaviour, charter and uniform regulations.

People and relationships:

- Ensure pupils' personal development is of the highest standard.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, governors and members of the local community.
- Convey a positive "can do" attitude, motivate and inspire staff and present a 'united front' to secure successful outcomes of school initiatives.
- Contribute significantly to the marketing of the school and induction of families into/out of BSKL.
- In line with the School Charter, encourage moral and spiritual growth and cultural and social responsibility amongst pupils.
- Set a good example in terms of dress, positive attitude, punctuality and attendance;
- Develop strong networking links with schools in KL, Malaysia, South East Asia and globally, where possible.

Human and material resources and their development and deployment:

- Sustain wide, current knowledge and understanding of education and school systems locally and globally, and pursue continuous professional development.
- Lead aspects of the professional development of all staff through example, coaching, peer support and target setting.
- Contribute to the audit of staff development and training needs, and the provision of effective INSET.
- Take a leading role with the recruitment of new staff, appointing teachers of the highest calibre.
- Support the establishment of priorities for expenditure across the whole school and within departments.
- Plan for and manage the resources allocated effectively to gain maximum benefits for pupil progress and achievement.