**Shiv Nadar Schools Head of Primary School Job Description and Person Specification**

The Head of Primary School is accountable to the Principal and Executive Director for the standards achieved and the conduct, management and administration of the school, subject to any policies which the Government of India may implement. They will also work closely with the central curriculum and training team.

The job description is subject to annual review as part of the performance management process.

# **Core Purpose of the Head of Primary School**

The core purpose of the Head of Primary School is to provide professional leadership and management for the school. This will promote a secure foundation from which to achieve high standards in all areas of the school’s work.

*To gain success the Head of Primary School will:*

* Effectively manage teaching and learning
* Promote excellence, equality and high expectation for all pupils
* Provide vision, leadership and direction in accordance with the school ethos
* Evaluate school performance and identify priorities for continuous improvement
* Carry out day-to-day management, organisation and administration
* Secure the commitment of the wider community, and
* Create a safe and productive learning environment which is engaging and fulfilling for all pupils
* Work effectively with the school’s Principal, Executive Director and Core Team to collaborate on and implement the school’s development plan
* Be an integral part of the school’s expansion plans working closely with all Stakeholders

**Main duties of the Head of Primary School**

**Improving the life chances of students**

Work to develop a staff who have the necessary skills and knowledge to promote equality, respect diversity, challenge stereotypes and promote the rights of children and young people. Also to recognise the role parents, carers and families play in helping students to succeed and thrive through being healthy; staying safe; enjoying and achieving; making a positive contribution and achieving economic well-being.

The Head of Primary School will ensure that staff:

* Have the highest expectations of every child and ensure that such expectations are met
* Listen, question and respond to what is being communicated by children, young people and those caring for them
* Recognise when a child or young person may not be achieving their developmental potential or their health may be impaired and be able to identify sources of help for them and their families
* Understand the impact on a young person of transitions they may be going through
* Work successfully on a multi-agency basis and are clear about the role of the Head of Primary School and the roles of other professionals
* Collaborate with other colleagues across the Shiv Nadar family of schools

**Shaping the Future**

Work to create a shared vision and strategic plan which inspires and motivates students, staff and all other members of the school community and to develop the ethos of the school linked to its core aims and values.

The Head of Primary School will:

* See through current projects and seek ways to develop new initiatives
* Plan and operate strategically and communicate the vision of Shiv Nadar Schools in a range of compelling ways
* Inspire, challenge, motivate and empower others to carry the vision forward
* Model for the students and staff the values, vision and ethos of the school

**Leading Learning and Teaching**

Continue to raise the quality of teaching and learning for students, maximising their achievements within a successful learning culture.

The Head of Primary School will:

* Demonstrate personal enthusiasm for, and commitment to, the learning process
* Demonstrate the principles and practice of effective teaching and learning
* Through observation and analysis of teaching and learning activities, identify strengths and areas for improvement and act on them
* Access, analyse and interpret information, and use it effectively
* Initiate and support research and debate about effective learning and teaching and develop relevant strategies for performance improvement
* Acknowledge excellence and challenge areas that need development in the school
* Model good practice by team teaching, demonstrating lessons and pedagogical techniques via coaching and mentoring

**Developing Self and Working with Others**

To develop effective relationships and communication which underpin a professional learning community that enables everyone in the school to achieve.

The Head of Primary School will:

* Foster an open, fair, equitable culture and manage conflict
* Develop, empower and sustain individuals and teams
* Promote an environment where continual professional development is an integral part of the school’s ethos
* Collaborate and network with others within and beyond the school
* Challenge, influence and motivate others to attain high goals
* Give and receive effective feedback and act to improve personal performance
* Ensure full and appropriate support for staff and students
* Work in partnership with the Curriculum and Training Team
* Accept support from others including colleagues, the Principal, Executive Director and Core Team

**Managing the Organisation**

Provide effective organisation and management of the school and identify ways of improving organisational structures and functions based on rigorous self-evaluation.

Ensure the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment. This includes adhering to safe employment procedures which place the safety of children and staff at the heart of all practices. The Head of Primary School, working with the Principal, Executive Director and Core Team, will provide a safe environment for students, staff and members of the school community. To maintain and develop a successful organisation through effective collaboration with others.

The Head of Primary School will:

* Establish and sustain appropriate structures and systems
* Lead the Primary School efficiently and effectively
* Ensure excellent behaviour of students and develop their independence in achieving this
* Delegate leadership tasks and monitor their implementation
* Working in partnership with HR and the Principal to recruit teachers
* Prioritise, plan and organise him / herself and ensure others do the same
* Make professional, management and organisational decisions based on informed judgements
* Think creatively to solve problems

**Securing Accountability**

The Head of Primary School is legally and contractually accountable to the Principal and Executive Director as laid out in his/her contract. The Head of Primary School must also fulfil the wider accountabilities in relation to students, parents, carers, and other relevant groups.

The Head of Primary School will:

* Demonstrate an understanding of educational issues at a local and national level and anticipate trends
* Engage the school community in the systematic and rigorous self-evaluation of the work of the school and work closely with the School Management Committee to ensure that effective school self evaluation informs school improvement priorities
* Collect and use a rich set of data to understand the strengths and weaknesses of the school
* Combine the outcomes of regular school self review with external evaluations in order to develop the school

**Strengthening Community**

The Head of Primary School will engage with the internal and external school community to secure equity and entitlement. This includes collaborating with other schools and with parents and carers and other agencies for the well-being of all children and developing extended services to meet the needs of the community.

The Head of Primary School will:

* Recognise and take account of the richness and diversity of the school’s communities
* Work effectively with other educational institutions in the area including primary, secondary, further and higher education,
* Work effectively with other agencies that may support individual students and their families or the whole school
* Engage in a dialogue which builds partnerships and community consensus on values, beliefs and shared responsibilities, listen to, reflect and act on community feedback
* Build and maintain effective relationships with parents, carers, partners and the community that enhance the education of students and the wider community

**Person Specification**

**Qualifications**

*Essential*

* A fully qualified teacher, with BEd, PGCE or equivalent
* Masters in a relevant subject or education

*Desirable*

* *NPQH, MBA or other recognised leadership and management training*

**Experience and Leadership**

*Essential*

* *Minimum of 8 years teaching experience*
* *Experience of whole school leadership either in Senior or Middle leadership context*
* *Extensive knowledge of curriculum development and implementation*
* *Evidence of success in building and development teams*
* *Evidence of coaching teachers to provide outstanding outcomes for children*
* *Experience of working in an international context*
* *Excellent communication skills with all stakeholders and the ability to demonstrate and live the school vision*

*Desirable*

* *Previous Senior Leadership experience*
* *Knowledge of CBSE (a capacity to familiarise is however essential)*

**Personal Qualities**

*Essential*

* *A passion for education driven by the desire to improve outcomes for all stakeholders*
* *High levels of personal integrity and reliability*
* *A commitment to the ethos of the Shiv Nadar Schools*
* *An ability to lead a fast-growing team*
* *Be a lifelong learner*
* *Be a creative thinker*
* *The capacity to enthuse and inspire staff*
* *Be resilient*
* *Have a sense of adventure and curiosity*
* *A good sense of humour and enjoyment of life!*