

## Job Description – Head of Primary School

**The Head of Primary School is accountable for:**

1. Leading outstanding teaching and learning throughout the primary school
2. Organising the yearly timetable for teachers
3. Organising the yearly calendar for activities and events, and communicating this to all stakeholders
4. Providing guidance to teachers regarding effective curriculum and classroom practices
5. Collaborating and communicating effectively with the faculty, students and parents
6. Collaboratively managing the workflow of the primary staff
7. Participating in weekly leadership meetings, leading weekly section meetings and professional development for staff
8. Ensuring the thorough understanding and implementation of the policies and procedures of the primary school and the whole school
9. Innovating, inspiring, and empowering school improvement in all areas of the Primary Section
10. Being an excellent role model, embodying the core values of the whole school, internationalism, and lifelong learning

**Accountable to:** Principal

**Line Manager:** Principal

**Direct Responsibility for:** coordinators, teachers/tutors, SEN lead, counsellors, and section support staff

**1. General Duties**

1. Ensure that each student receives a high quality educational experience every day, valuing their individual strengths and building on areas for growth
2. Be an outstanding subject teacher, as defined by the Professional Development Programme
3. Implement and apply all confidentiality policies within the School and maintain all confidential information relating to the School and its operations as strictly confidential
4. Develop, lead and implement an effective technology plan for the Primary School
5. Develop, lead and implement effective record keeping and communication in the Primary School
6. Promote a positive image of the school at all times
7. Meet regularly with the SLT to review the needs of the whole school, primary school and the students
8. Actively research and discuss new theories, practices and methodologies in relation to education and educational management
9. Contribute to the development of Whole School and Primary School policies, procedures and guidelines and contribute to the review and development of the School Development Plan
10. Develop section timetable, staffing assignment, duty rota, supervision plans, to ensure efficient use of resources and an outstanding provision of service
11. Develop a comprehensive and challenging educational project for the Primary School and allocate assigned budget effectively ensuring the delivery of an outstanding educational service and good value for money
12. Actively participate in professional development and training
13. Uphold the environmentally conscious ethos of the School by working in environmentally friendly ways wherever possible
14. Understand, implement and promote the Values, Vision and Mission of the School
15. Ensure the delivery of the Ecuadorian National Curriculum and associated expectations, in line with Ministry of Education guidance
16. Carry out all reasonable work assignments as requested by the Principal, including deputising for the Principal when requested
17. Report to the Board when requested

**2. Communication**

1. Establish and develop open, trusting relationships with all stakeholders which build a stronger school community
2. Lead effective weekly Primary staff meetings
3. Be proactive in all communication with stakeholders, responding in an effective and timely manner to all enquiries
4. Effectively lead Primary assemblies and develop staff participation and leadership of same
5. Keep the Principal adequately informed about, your work progress; issues associated with students or the Primary School; or any other issue that will help the Director to effectively carry out their role
6. Report regularly to the General Director regarding Primary School staffing, resourcing, budgetary and facilities needs
7. Establish effective regular communication with all stakeholders
8. Represent the Primary Section at all appropriate meetings and functions, including sports and cultural events

**3. Staffing**

1. Lead, build, and inspire an effective team
2. Comply with the Safer Recruitment Policy and ensure the recruitment and retention of excellent staff
3. Develop, lead and implement a strong professional development programme
4. Actively involve staff directly in aspects of curriculum design, behavioural expectations for students, their daily routines and the school’s expectations of them, the timetable, and the future development of the Section
5. Effectively implement the School’s framework for support and development for staff
6. Develop, lead and implement an effective induction for all staff new to the school or their role

**4. Curriculum**

1. Monitoring the day-to-day delivery of quality teaching and learning through walkthroughs, observations, etc
2. Establish and manage curriculum leadership teams
3. Oversee the review and development of the curriculum in close co-ordination with the curriculum coordinators, to ensure a balanced education bearing in mind the school’s philosophy regarding individual attention
4. With the Head of Secondary, ensure that curriculum policies form a coherent link between the different sections of the School
5. Develop, lead and implement a curriculum review cycle including coherent scope and sequence documents, schemes of work, and lesson plans
6. With the SLT, create and document Primary policies about curriculum issues, e.g. marking, handwriting, homework, displays, IB Learner Profile, higher order thinking skills, etc
7. Receive planning from staff each week and review it in light of on-going staff appraisal and development
8. Analyse student performance data, including benchmarks, and implement action to ensure all students are making progress
9. With the Head of Secondary, develop, lead and implement a continuum of extra-curricular activities, trips, and other curriculum enrichment

**5. Assessments, Reports, Awards and Sanctions**

1. Liaise with the Director on assessment procedures and expectations within the overall curriculum plan, for all subject areas
2. Oversee reporting systems and ensure that issues arising from students’ reports are evaluated and acted upon.
3. Lead student performance reviews, setting targets and developing action plans to ensure all students are making progress
4. Check all reports – reading and, if necessary, editing
5. Analyse reports each term and determine if any action needs to be taken.
6. Develop and implement and manage a Section wide reward system
7. Celebrate student achievement
8. Closely monitor, through tutors, those students who need special comment re: improvement, absences, lateness or other identified issue
9. Implement a process for reporting regularly to parents on student academic and social development
10. Contribute to the development and implementation of a school-wide assessment policy
11. Ensure that the Primary student records are maintained on the School Information Management System

**6. Admissions**

1. In line with school policy, actively contribute to the recruitment and admission of students who will benefit from the school’s educational project
2. In line with school policy, work with families to ensure the successful transition of students from the school to other schools and universities

Head of Primary Job Description: subject to review in consultation with the post-holder in accordance with the changing needs of the school.

Date: December 2016

Reviewed: January 2018

To be reviewed: August 2018