

<b>LOCATION</b>	British School of Guangzhou
<b>JOB TITLE</b>	<b>Deputy Head of Primary</b>
<b>JOB PURPOSE</b>	To offer leadership, inspiration and guidance to the Head of Primary, staff, students and parents. You will need to support the Head to ensure the smooth day-to-day operations of the Primary School and support the views of the Senior Leadership Team, led by the Principal, to ensure that our mission and core values are at the heart of all Primary
<b>REPORTING TO</b>	Head of Primary
<b>KEY RELATIONSHIPS</b>	PLT, Directors of Music/Sport, DAM and Head of Administration
<b>PACKAGE</b>	Competitive remuneration and benefits commensurate with the status of the role and dependent upon years of experience.

## KEY LEADERSHIP ROLES

**In fulfilling the requirements of the post, the Head of Primary will demonstrate essential leadership characteristics, and in particular will:**

- Actively promote a love of learning in line with our mission statement;
- Promote our values of responsibility, commitment, respect and integrity in your professional life;
- Demonstrate that you are personally, socially and academically ambitious for our students;
- In the absence of the Head take responsibility for all day to day operations of the Primary School;
- Ensure clear channels of communication, throughout Primary and between phases.
- Ensure classrooms, shared spaces and displays reflect a well-organised, high-achieving International school;
- Ensure electronic noticeboards, newsletters, and other forms of communication, promote our reputation as a high achieving International School;
- Promote Primary events as high quality, effective parental touch-points;
- Support the Head of Primary in managing budgets and understand the need to work within given budgetary constraints;
- Under direction of the Head of Primary assist in recruitment of new staff.

## STUDENT WELFARE

- To be responsible for the overall welfare of the Primary Students along with the Head;
- To support the Head in establishing a purposeful and safe learning environment in line with school policies and to promote child safeguarding awareness amongst staff;
- Maintain high levels of behaviour in line with school policies and culture;
- Support and promote a residential programme, which gives students access to an outdoor activities programme that is integrated into the curriculum;
- Promote a culture of mutual respect and a positive approach to behaviour management;
- To oversee the named Assistant Head to monitor behaviour on the buses;
- Ensure 100% compliance with regards NAE Safeguarding and Child Protection requirements amongst Primary staff;
- Meet responsibilities with regard to health and safety and monitor Primary work practices;
- Ensure Admission and Marketing are fully informed of Primary student initiatives;
- To monitor/support Assistant Heads in ensuring that:
  - New students are provided with appropriate induction and support systems;
  - An awareness of special needs provision is promoted across the Primary School;
  - Student involvement in school development is promoted through the school council;
  - A sense of pride in the wearing of school uniform is promoted through the positive recognition of students who are meeting expectations

## PROFESSIONAL DEVELOPMENT

- To support and oversee the line management of the Primary School Leadership Team (PLT);
- With the Head, coach, mentor and develop (PLT) to meet their potential and encourage them to take advantage of NAE opportunities for internal promotion;
- Support the Assistant Head/s in leading Primary professional development, including new staff induction and Primary professional development reviews;
- Support Head in conducting performance management, including formal appraisal against professional targets and standards;
- Oversee the implementation of teachers' personal action plans to meet agreed targets;
- Support the Head in monitoring staff attendance and punctuality;
- Help to ensure efficient and cost effective deployment of staff;
- Manage individual staff issues, and keep the Head of Primary fully informed;
- Challenge non-compliance to school policies in an assertive but friendly manner;
- Promote the use of Nord Anglia University to enhance professional development;
- Take a proactive approach to your own professional development and be seen to promote the use of NAU by contributing to online forums and involvement in NAE leadership training opportunities.
- Lead on deployment, recruitment, development and retention of Primary teaching assistants.

## **TEACHING AND LEARNING, CURRICULUM DEVELOPMENT AND ASSESSMENT**

- Lead, develop and enhance the quality of teaching and learning across Primary;
- Ensure effective teaching in order to achieve outstanding student outcomes;
- Promote an ethos of student involvement in the learning process;
- Promote an independent approach to learning amongst Primary students;
- Contribute to the continual improvement of the Primary curriculum and relevant policies;
- Manage the events on the primary calendar, maintaining a realistic but vibrant curriculum;
- Maintain up to date knowledge of outstanding Primary practice and curriculum developments;
- Promote opportunities for students to present work for excellent work portfolios;
- Promote the sharing of exemplary practice across the Primary School;
- To monitor/support Assistant Heads in ensuring that:
  - Assessment is used to inform planning and meet student's needs;
  - Global Classroom online provides students with access to a global network.
  - A consistent approach to assessment is achieved across Primary and is consistent with whole school assessment needs.
  - Curriculum areas are appropriately resourced by subject leaders;
  - The quality of planning is appropriately challenging and clearly differentiated;
  - Formative and summative assessment helps to inform SD priorities;
  - Technology is used enhance learning opportunities and improve communication
  - Formal and informal observation of the curriculum takes place;
  - Reports and PTCs are effective in providing accurate information on academic progress
  - We promote outstanding teaching and learning through demonstration, co-teaching peer observation and mentoring;
  - Standards of work across the Primary School are monitored to promote high expectations;
  - The Head of Primary is fully informed over the quality of teaching and learning.

## **OTHER REQUIREMENTS**

- Contribute to a positive community spirit within the Primary School;
- Work effectively with all other teams for the good of the whole school;
- Assist in whole school marketing initiatives to contribute to the growth of the school;
- Operate at all times within the stated policies and practices of the school;
- Encourage Primary Year groups to adapt the curriculum to make use of the local environment;
- Help to update Primary publications as required;
- Promote a positive image of the school within the Guangzhou community;
- Provide parents with regular workshops to explain the educational philosophy behind Primary initiatives;
- Look for opportunities to provide parents with greater involvement in the life of the school.

This job description may be reviewed and amended in consultation with the Head of Primary as part of the performance management cycle.

PERSON SPECIFICATIONS	
<b>Qualifications/Training</b>	
• Qualified to degree level or above	Essential
• Qualified Teacher status	Essential
• NPQH or Masters Level qualification	Desirable
<b>Experience / Knowledge</b>	
• Proven track record with at least four years' management experience	Essential
• Experience of working with EAL or ESL students	Desirable
• Experience of being part of a highly successful department and school	Essential
• Experience of managing budgets effectively	Desirable
• International Experience	Desirable
• Proven leadership and performance management experience/skills	Essential
• Demonstrable evidence of innovating and adapting curricula	Essential
• Experience of delivering a UK National Curriculum	Desirable
• Experience of working in partnership with parents	Essential
<b>Skills</b>	
• Excellent oral and written communication skills	Essential
• An effective communicator with parents, staff and students	Essential
• Strong organisational skills	Essential
• High level of IT competency	Essential
• Understanding of management information systems	Desirable
<b>Personal Attributes</b>	
▪ Passionate about education and young people	Essential
▪ Evidence of commitment to continuous professional development	Essential
▪ Ability to command respect of pupils, colleagues and parents	Essential
▪ Proven ability to meet deadlines and make difficult decisions	Essential
▪ Driven by the desire to make a good school even better	Essential
▪ An innovator with a willingness to embrace change	Essential
▪ Highly organised role model	Essential
▪ An excellent sense of humour	Essential
▪ A belief in the value of developing community links	Essential

## OTHER CONDITIONS

Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.

Compliance with Chinese visa requirements.

The above Job Description and Person Specification is a guide to the duties, professional responsibilities and core competencies pertaining to this job. It does not form part of the contract of employment.