

LOCATION	The British School of Beijing, Sanlitun
JOB TITLE	HEAD OF PRIMARY
JOB PURPOSE	<p>Deputise in the absence of the Principal</p> <p>To promote the 'Mission', and values of BSB, Sanlitun</p> <p>To be an advocate of Nord Anglia Education</p> <p>To actively contribute to wider school development, growth and reputation</p> <p>Demonstrate thorough curriculum knowledge and skills</p> <p>Demonstrate a proactive approach towards professional development</p> <p>Successfully lead a team through continual growth and developments in all areas in teaching area</p>
REPORTING TO	Principal
OTHER KEY RELATIONSHIPS	Primary Teachers, Teaching Assistants, Administration Staff, Curriculum Coordinators, academic leadership, Head of EYFS, Regional Manager, Parents.
PACKAGE	Leadership Scale (HR to will confirm in contract)
KEY RESULT AREA	
Overall Responsibilities <ul style="list-style-type: none"> ☞ To promote the Mission and values of the school and manage academic staff, resources and facilities ☞ Assist the Principal in reviewing and implementing school policies ☞ Assist the Principal in managing the school on a day-to-day basis ☞ To deputise for the Principal in the event of absence or other business ☞ To be a model practitioner to other members of staff ☞ To provide professional leadership in relation to the school strategic plan ☞ To have a key role in the appraisal and performance management of all staff 	
Specific Role (Teaching and Learning Standards and Curriculum): <ul style="list-style-type: none"> ☞ To lead the on-going improvement of teaching and learning standards ☞ To lead curriculum development, incorporating collaboration opportunities with NAE initiatives (Juilliard and MIT) ☞ Lead and facilitate a distributed leadership model among the academic leadership team ☞ Facilitate and liaise with whole school CPD manager, targeting staff training needs ☞ Ensure the effective teaching and management of the Primary so that teaching objectives are met, momentum and challenge are maintained and the best use is made of teaching time ☞ Have an excellent knowledge and understanding of what constitutes quality Primary provision and strategies for raising pupil achievement. ☞ Ensure teaching methods engage students and stimulate pupils' intellectual curiosity including the use of effective questioning, clear presentation and good use of resources ☞ Set high expectations for pupils' learning behaviours, establishing and maintaining a good standard of behaviour management throughout the Primary department through positive and productive relationships in accordance with the behaviour and reward policies of the school ☞ Manage and lead the specialist departments (in collaboration with EY Leader), ensuring that curriculum is met, standards are high and they are effectively deployed across the whole school (Chinese, EAL, PE, Music) 	
Leadership and Management <ul style="list-style-type: none"> ☞ To support and deputise for Principal as required ☞ Understand issues relating to the organisation, ordering and funding of resources ☞ Support the Principal in managing budgets, both academic and capital expenditure ☞ On a day-to-day basis, line manage and lead staff, both teaching and non-teaching ☞ Create clear pathways of line management of named staff/teams ☞ Deploy staff effectively in order to ensure value for money ☞ Evaluate and update timetables and general rotas, maximising staff resources ☞ Support the development of the TA coordinator, in the training and the recruitment of TAs ☞ Support the CPD leader to identify training needs and lead/facilitate staff development activities ☞ Under direction of the Principal, assist in recruitment of new members of staff ☞ Be confident in the use of technologies and embed IT into learning ☞ Support Nord Anglia SLT in all management decisions that are agreed and implemented 	

Assessment and Reporting

- ☞ To support the assessment coordinator with tracking pupil achievement and progress in accordance with the agreed Primary monitoring systems
- ☞ To support coordinator/academic leadership to manage pupil progress meetings
- ☞ Provide students and parents with feedback and targets
- ☞ Use data analysis (Such as CAT 4 and GL Progress Tests) to form strategic direction of the school and target accelerated student performance
- ☞ Ensure continuous improvement in the way school reports to parents, enhancing use of ISAMs

Relations with Parents and the wider community

- ☞ Support the life of the school beyond the classroom including after school activities, school trips, events and to contribute to whole school learning initiatives during term time
- ☞ Prepare presentations for parental groups as required by the Principal
- ☞ Play a pivotal role in the Parents' Association (PA)
- ☞ Develop links with community members and external agencies (Embassies, etc.)

Managing and Developing Teaching and Administrative Staff within the School

- ☞ Interact on a professional level with academic and administrative colleagues to establish productive and positive working relationships.
- ☞ To contribute to meetings, discussions and systems to facilitate the smooth running of the school.
- ☞ Supervise the work of teachers and teaching assistants and participate in their professional development.

Managing Facilities and Resources

- ☞ Ensure resources are stored appropriately within classrooms, shared areas and outdoor areas
- ☞ Ensure health and safety standards are maintained at all times
- ☞ Take full responsibility for Safeguarding (inc. child protection and trips) ensuring staff are fully aware of the school's child protection and safeguarding policies and expectations
- ☞ Liaise with purchasing / academic staff to support timely input of both local/overseas orders to ensure

Managing own Performance and Development

- ☞ Understand the need to take responsibility for your professional development
- ☞ Keep up to date with research and developments in pedagogy, specifically for Primary, but also to other phases
- ☞ Understand professional responsibilities in relation to school policies, procedures and practices
- ☞ Maintain a professional portfolio of evidence to support the performance management process
- ☞ Make the most of PD opportunities provided through NAU (inc. a commitment to complete SLP) and contribute to relevant forums
- ☞ Reflect on your own teaching and leadership skills critically and use this to improve your effectiveness

Continuing Professional Development of Staff

- ☞ Take a leading role with the CPD Leader in the provision of high quality professional development for all staff through the development and maintenance of an effective Performance Management programme, making use of sources of expertise
- ☞ Consider the expectations and needs of other members of staff and, in particular, ensure that new appointees, trainees and NQTs are appropriately inducted, monitored, supported and assessed
- ☞ Coach staff that are experiencing difficulties within the classroom or in general life
- ☞ Be an effective team leader for all staff

Other

- ☞ Act as a role model to the students and staff in their personal presentation and conduct
- ☞ Be prepared to step into a temporary teacher cover role
- ☞ To adhere to the school's policy, procedures and practices that relate to child protection and safeguarding
- ☞ To meet statutory responsibilities and company policies with regard to Health and Safety
- ☞ To promote and adhere to the Mission and values of the British School of Beijing
- ☞ Any other duties considered necessary as allocated by the Principal

