

DEPUTY HEAD OF PRIMARY JOB DESCRIPTION

LOCATION	British School Beijing, Shunyi
JOB PURPOSE	The core purpose of the Deputy Head of Primary (DHoP) is to provide professional leadership and management for the school. The DHoP is accountable to the Head of Primary, providing vision, leadership and direction for the school on a daily basis. Along with other senior leaders, the DHoP is responsible for evaluating the school's performance to identify the priorities for continuous improvement and raising standards; developing policies and practices and ensuring all resources are efficiently and effectively used to achieve the school's aims and objectives. The DHoP is responsible for creating a productive and positive learning environment which is engaging and challenging for the students. The DHoP working with, and through, others will help secure the commitment of the wider community to the school. In the absence of the Head of Primary, the DHoP will assume responsibility for the day to day management and leadership of the school.
REPORTING TO	Head of Primary
DIRECT REPORTS	Head of Years, Curriculum Leaders
OTHER KEY RELATIONSHIP	Principal, Senior Leadership Team

KEY RESULT AREA

Front of House: Sales & Marketing

- Participate in, and contribute to, marketing campaigns and initiatives as required
- Promote the BSB Shunyi and wider NAE values and promises in the wider community
- Attend school and wider community events as a member of the BSB Shunyi senior leadership team
- Assist with school tours, meeting prospective families and students as and when required

Leadership in Learning and Curriculum Development

- Lead the on-going improvement of teaching and learning standards, ensuring all children make rapid progress and meet or exceed end of year, year group expectations. 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
- Lead curriculum development, incorporating collaboration opportunities with NAE initiatives. In conjunction with the Primary Leadership Team, identify through data analysis, staff, student and parent feedback, annual Primary school key development areas. Facilitate and liaise with the HoP, targeting staff professional development needs.
- Ensure the Primary timetable enables the best use of teaching time available to meet the learning needs of our students.
- 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.

<ul style="list-style-type: none"> Lead, support and enable the Curriculum Leaders, ensuring their success in their roles. Measure the impact of their leadership on student progress and attainment through effective monitoring and data analysis. Oversee the preparation and delivery of curriculum presentations and workshops to parents. Oversee all curriculum trips and residentials ensuring all relevant health and safety checks and paperwork is complete. Be confident in the use of technologies and how to use these to assist with key responsibilities as well as to enhance student learning. 	
Day-to-day Management <ul style="list-style-type: none"> Support and deputise for the HoP as and when required On a day-to-day basis, line manage, lead and be available to all Primary staff as needed Deploy staff effectively in order to ensure value for money. Manage a pool of supply teachers, overseeing their induction (including safeguarding requirements) and deploying them for absent staff as needed. Evaluate, update and communicate timetables and general rotas, maximising staff resources 	
Relationships with Parents and the wider community <ul style="list-style-type: none"> Support the life of the school beyond the classroom including after school activities, school trips (including residentials), events and contribute to whole school learning initiatives Prepare presentations for parental groups as required Communicate regularly with parents via email and social media platforms 	
Managing Facilities and Resources <ul style="list-style-type: none"> Ensure resources are stored appropriately within classrooms, outdoor areas, the Primary Resource Room Ensure health and safety standards are maintained at all times Take 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 curriculum provision is met 	
Managing own Performance and Professional Learning <ul style="list-style-type: none"> Understand the need to take responsibility for own professional learning (PL) and be proactive in identifying and pursuing relevant PL opportunities including making good use of opportunities provided through NAU. Keep up to date with research and developments in pedagogy. Be proactive in sharing these with staff. Understand professional responsibilities in relation to school policies, procedures and practices 	
Staff Professional Learning and Performance Management <ul style="list-style-type: none"> Take a leading role with the Head of Primary in the provision of high-quality PL for all staff through the development and maintenance of an effective PL, making use of various sources of expertise Take responsibility for the any trainee teachers and NQTs in school, ensuring that they are appropriately inducted, monitored, supported and assessed Coach staff that are experiencing difficulties within the classroom or in general life, as required Lead and manage the Performance Management through APT of delegated Primary staff members 	
PERSONAL SPECIFICATIONS – Qualifications and Training	
<ul style="list-style-type: none"> QTS / PGCE Senior leadership training / qualification Evidence of relevant further study / ongoing professional learning CELTA / TEFOL (or something similar) qualification 	<ul style="list-style-type: none"> Essential Desirable Essential Desirable
PERSONAL SPECIFICATIONS – Skills, Knowledge and Experience	
<ul style="list-style-type: none"> At least two years as a senior manager in a large Primary school 	<ul style="list-style-type: none"> Essential

<ul style="list-style-type: none"> • Experience of teaching across the range of Primary classes • A track record of successful senior and middle management roles • In-depth knowledge of the English National Curriculum • Computer / technologies literate • Excellent communication skills • International experience 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>
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Personal Attributes

- High levels of personal integrity
- Conscientious and able to focus on completing work to a consistently high standard
- Flexible and positive approach to work
- Excellent organisational and time-management skills; high attention to detail
- Ability to work to tight deadlines and able to prompt others to ensure deadlines are achieved
- Adaptable to working in a fast paced ever changing environment
- Ability to work under pressure and remain calm
- Proactive and willingness to take on multiple tasks
- Self-motivated and enthusiastic
- Ability to work independently
- Must be a team player, willing to help and be flexible
- Continually strive for improvement

PHILOSOPHY AND VALUES

We are ambitious for our students, our people and our family of schools. We believe that:

- There is no limit to what every person can achieve.
- Creativity and challenge help us get better every day.
- Learning should be personalised.
- Unique global opportunities enhance the learning experience.

The NAE Commitment

At Nord Anglia Education, we work every day to inspire our schools, our students and our employees to be the best they can be, and we are ambitious for them all to achieve more than they thought possible in their personal, social and academic endeavours. Within our family of schools, this aspiration is underpinned by a commitment to always act with **respect, integrity, openness, courage and ambition**. These qualities are the foundation of how we approach our work and roles within NAE and are shared by everyone in our global family.

Promote and embody *The CORE 7 Leadership Capabilities:*

- **Accountable** – Establishes a high performing culture and accepts accountability for organisational performance.
- **Strategic** – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction
- **Collaborative** – Works collaboratively with others to achieve organisational outcomes
- **Entrepreneurial** – Creates organisational value for diverse stakeholders and achieves commercial success
- **Enabling** – Drives excellence through valuing and developing others
- **Agile** – Achieves personal and organisational success within a changing, dynamic and complex environment
- **Resilient** – Demonstrates personal resilience within a demanding environment of high expectations

Dear Applicant,

Nord Anglia Education is the world's leading premium international schools organisation. Our 56 international schools are located in China, Europe, Middle East, Southeast Asia and the Americas. Together, they educate more than 51,000 students from kindergarten through to the end of secondary education. We are driven by one unifying philosophy: we are ambitious for our students, our people and our family of schools.

Each Nord Anglia Education school is unique in character and tailored to meet the needs of their specific location. However, our schools are also united by the quality education they offer, the excellence of the student experience and the dedicated staff and management in our schools.

Most of the Nord Anglia schools benefit from our performing arts collaboration with The Juilliard School as well as our Global Campus, which offers unique global experiences for students at every age. Many of our schools will also benefit from our new approach to teaching STEAM subjects (science, technology, engineering, arts and maths) through our collaboration with the Massachusetts Institute of Technology (MIT). Our goal as the leading international schools organisation is to provide an education so that students can succeed academically, socially and personally.

Our schools educate students from pre-school to the end of secondary education. Curricula taught in our schools include the English National Curriculum, International Baccalaureate, American Curriculum, Swiss Curriculum, French Curriculum and Shanghai National Curriculum.

We have a global community of over 10,000 teachers and staff, working in 56 schools located in 27 countries around the world supporting our students' learning. Together, we educate over 51,000 students globally from the ages of 2 to 18 years old.

Our students come from a wide mix of backgrounds and cultures and a typical school may have up to 60 different nationalities. A Nord Anglia Education student benefits not only from the richness and expertise within their own school environment, but also from other schools across the Nord Anglia Education family through our Global Campus. Similarly, our teachers can interact with fellow teachers around the world through Nord Anglia University, our bespoke online platform designed by teachers for teachers to provide unrivalled professional development opportunities.

Although our schools are non-selective, year on year our students' academic achievement exceeds global averages across every key stage. On average, our students' score almost four points above the global average in their IB Diploma, and one in three students goes on to study at one of the world's top 100 universities.

Our schools are amongst the most respected premium schools in their markets and are a very popular choice for parents.