**JOB PURPOSE**

The Head of Primary is the Learning Leader of the Primary School and is accountable for the continuous improvement of the School in maximising the learning for all students. The Principal delegates the day-to-day responsibility for the strategic and operational leadership of the Primary School to the Head of Primary. The Head of Primary is a key part of the Whole School Strategic Team responsible for setting the direction of the whole school and ensuring that all parts of the school have the same strategic aims and direction. The Head of Primary works in a collaborative way and is supported by a Primary Leadership Team (PLT) consisting of two Deputy Heads and four Assistant Heads.

## KEY RESULTS AREAS/ RESPONSIBILITIES

* Lead PLT in developing improvement plans that incorporate key whole school priorities that will enable the implementation of the GIS School vision
* Lead PLT to ensure an appropriate range of curriculum options exist through the design of the timetable to meet the needs of GIS students
* Lead key teams to ensure that the quality of teaching and learning meets the needs of all learners and maximises student achievement
* Implement systems to monitor and evaluate the quality of teaching and learning and assessment to identify and share strengths and offer support in areas of concern
* Ensure tracking and monitoring and data analysis systems are in place to maintain high quality student outcomes
* Work collaboratively with the Director of Learning, Director of Professional Learning and Director of Inclusion to ensure high quality programmes are in place to meet the needs of all staff and students
* Provide overall leadership to all Primary staff, developing a culture of engagement and involvement as part of the school community
* Recruitment of all new teachers and administrative staff, using a collaborative approach
* Ensure the safety of all students remains at the heart of the school’s day to day activities
* Ensuring that the Primary School is adequately resourced and that Primary School facilities and equipment promote effective learning and conform to the highest health and safety standards
* Continue to develop a strong, cohesive and proactive leadership team through a distributed leadership model
* Continue to develop chains of communication between parents and the Primary School
* Develop mechanisms to increase parental engagement in the Primary School
* Strengthen the GIS brand to ensure GIS retains its market position through Open Days and engagement with all key stakeholders
* To deputise for the Principal in his/her absence

**JOB SPECIFICATIONS**

* A first degree and teaching qualification, with evidence of further study
* Demonstrable knowledge of the IGCSE and A-Level programmes
* The desire to improve quality and student success
* High levels of personal integrity and reliability
* Excellent organisational and time-management skills
* Ability to work under pressure and remain calm
* Previous leadership experience as Head or Deputy Head of a large international school; however candidates with UK based experience only may be considered
* Intercultural sensitivity with a strong value system and willingness to embrace Malaysian culture
* The ability to develop a clear vision for the future and to inspire and challenge both staff and students to achieve this vision
* The ability to lead & manage teaching and non-teaching staff; lead & manage change; lead & manage student progress & attainment; lead & manage resources and lead & manage a school community
* The ability to foster a supportive, emotionally intelligent and caring environment for students and their families
* The ability to communicate clearly and effectively to a variety of audiences
* The ability to develop and maintain effective relationships with young people, staff, Primary Headteacher, Principal, School Board, and the wider community
* The ability to influence people and to work with individuals and within teams
* Evidence of leading Continuing Professional Development activities for teaching & non-teaching staff
* Competence in the use of IT, understanding of IT systems for resources, curriculum, assessment and budget management

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| **Acknowledgement** | **Signature** | **Date** |
| Manager’s Name |  |  |
| Employee’s name  |  |  |