

# **JOB DESCRIPTION**

**Head of Primary**

**Job Purpose:** To offer leadership, inspiration, guidance and strategic vision; to manage the day-to-day routines of the Primary School; to play a major part in the strategic direction of the whole school and to work effectively as a key member of the Senior Management Team.

**Responsible to**: Principal

## **Responsibilities:**

**Teaching and Learning**

* To orgnanise and oversee the curriculum for Kindergarten to Year 6 and ensure it is in accord with the mission statement and aims of the school.
* In conjunction with the Head of Secondary, plan a coherent curriculum
* Check that the team plans and prepare programmes of study appropriate for their students
* To liaise with EAL and SEN personnel to ensure appropriate individualized programmes of study.
* There will be a timetabled teaching commitment to showcase excellent teaching practice.
* To ensure classes are supervised and teachers arrive promptly.

**Student Performance**

### To monitor and raise the academic standards of teaching and learning across the Primary School.

* To ensure maintenance of pastoral and academic records for each child.
* To co-ordinate assessment and tracking for Kindergarten to Year 6.
* To help ensure that accurate interim and summative reports are produced and sent to parents.
* To ensure that formative and summative records are available for class teachers from one year to the next.
* To interpret assessment results.
* To oversee the tracking of students from KG to Year 6 and to provide a summary showing progress of students at the end of the academic year.
* To be responsible for the pastoral welfare of Kindergarten to Year 6.
* To be the first point of referral for discipline issues.

### Administrative

### To co-ordinate the pastoral/academic team for Kindergarten to Year 6 and chair Pastoral/Academic meetings with the team.

* To contribute to the work of the Senior Management Team and attend SMT meetings as required.
* In conjunction with the Principal, to oversee admissions into Kindergarten to Year 6 and the allocation of children to classes.
* To work with SMT on the construction of the timetable.
* To co-ordinate the preparation of necessary leaving documents.
* To supervise the Duty Teams
* To organize an induction programme for children joining Kindergarten to Year 6
* To ensure deadlines are met.
* To deputise for the Principal in times of absence.
* To manage an allocated budget and organize purchasing for Kindergarten to Year 6 both locally and abroad.
* To ensure health and safety standards are met in the Primary School and the premises are well presented and provide a stimulating environment for students.
* To ensure a smooth transition for students moving from Year 6 to Year 7

**Professional Development**

* To recommend to the Principal, INSET requirements for teachers.
* To promote effective and relevant training for staff.
* To participate in the school appraisal system and appraisal of colleagues.

**Communication**

* To be first point of contact with parents.
* To organise parent and information evenings
* To ensure close liaison with other leaders responsible for the Pastoral and Academic Administration of the Secondary School.

**Marketing**

* Work with the Principal and Admissions and Marketing teams to retain and grow student numbers.
* In conjunction with the Principal, to promote the Primary School in the community and represent the school at conferences and public meetings.
* To ensure that all materials relating to the Primary School published to parents and students are appropriate and of good quality.

### Other Commitments

* To undertake duties as determined by the Principal.

HoP/job description/01/12/2017