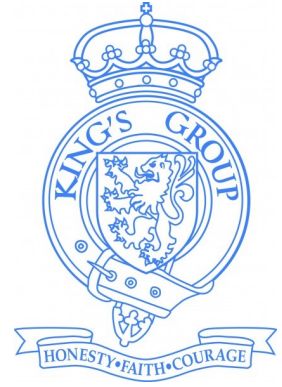


King's College Panama

The British School of Panama

JDPA12 Job Description



Head of Primary

Job Purpose

The Head of primary is responsible to ensure that the progress of each individual King's College School pupil is monitored, tracked and reported by staff throughout his/her school career so that he/she "Aims High" and achieves maximum potential. The Head of Primary is a member of the School Leadership Group (SLG), whose general function is to lead the Primary Department within the school.

Responsible to:

Head Teacher

Key Responsibilities and Accountabilities:

Strategic Direction and development of school

Working alongside and with the Head teacher and the SLG to ensure whole school development.

Reports to the Head teacher and Advisory Board as appropriate.

Advises and consults with the Head Teacher on all aspects of the running of the Primary School.

Is a member of the School Leadership Group.

Work and liaise with other Primary Leaders within the King's Group.

Deputises in the Headteacher's absence alongside the Head of Secondary.

Attends Leadership Group meetings and run and coordinate department meetings and briefings ensuring all minutes are updated and accountable.

Take responsibility alongside the Head teacher for the safe recruiting of new staff and the induction and mentoring of staff.

Take responsibility for budget issues relevant to the Primary department and at the Head teacher's digression.

Is loyal to The Headteacher, King's College Panama and King's Group in general.

To be responsible for the daily running of the Primary School in all matters academic and pastoral.

To work with the Head Teacher on the delivering of the Meduca Convenio.

Overseeing the development of the Primary curriculum, ensuring quality and accountability of assessment and pupil progress in all subject areas.

To for fill any other duties at the request or requirement of the Head Teacher or the Kings Group Board.

Marketing and Promotion

To work with the admissions officer for the enrolment and testing of new students.

To promote and develop the Primary and whole school image with school promotion and marketing. – Representing the school in the public domain.

To develop and promote the School House System through assemblies, events, mentoring and Buddy systems and incorporating it in daily life within the school.

Inspection

Take responsibility of administrative responsibilities of the Primary Dep in line with school policy and complian related to BSO standards.

To oversee and ensure the development of Teaching and Learning, student progress and data collection within the Primary team including reporting and tracking.

To have the Primary team inspection ready with the continual updating of the SDP

Have responsibility for the staff within the team, maintaining accountability, professionalism and CPD. Updating Korgi.

Safeguarding

To ensure that all safeguarding issues are dealt with and recorded in line with policy.

To authorise and ensure all educational visits and residential have the Head teachers approval and are in line with Safe guarding and Medical requirements.

Leading and managing staff

Have responsibility for staff CPD and evaluations with the agreement of the Head teacher and budget allocations.

To mentor and oversee PGCE, Interns and Student teachers within the Dept.

To have effective communication with all members of the school community – including parents.

To develop and promote Student Leadership and a student voice within the Primary Department.

To deliver and coordinate effective and training for both Primary and whole school.

To organise and control events for both Primary and whole school – Prize giving.

Working with the Primary Team in the King's Group to develop continuity within the Group and advise where appropriate on new projects at group level.

To develop the Primary Calendar and assessment points throughout the year.

To ensure Professional Standards are maintained at all times and ensuring the Head of Primary is a role model and leader with in the school and group.

Using indicatives to develop the Primary team and promoting its development.

To communicate effectively with Staff, Parents and Pupils where appropriate.

To prepare and evaluate termly reports alongside the Primary Development plan for the Head teacher and Advisory Board.