

AVONDALE GRAMMAR SCHOOL

Together, the best for every child



Singapore

Assistant Principal/Head of Lower Years
(Foundation & KS1)



Avondale
GRAMMAR SCHOOL



Background



Singapore is one of the most forward thinking and vibrant cities in the world. Having recently celebrated 50 years of Independence, the city continues to see high levels of investment and growth. Singapore is a model for internationalism and diversity and is always an exciting and ever-changing place to live and work.

Avondale Grammar School is one of the leading International Schools in the region, one which has a reputation for caring and nurturing its students and for outstanding academic performance. Avondale Grammar School (AGS) opened in January 2008. The core purpose of the School was, and still is, to create a learning community where every individual is valued, challenged and successful in the pursuit of "Together: the best for every child". Our aim is to provide a high quality learning environment to children within Singapore. AGS is a co-educational, International school that provides a comprehensive and well balanced education to children of wide ranging abilities and nationalities aged 3 to 14 years.



Background

AGS is centrally located in the Embassy district near Orchard Road, in Phoenix Park and serves the needs of around 350 students aged from 3 – 14. It provides a high quality learning experience based upon the Australian (New South Wales) Curriculum for children from 5 years and incorporates elements of the UK Early Years Foundation Stage (EYFS) for 3 and 4 year olds. External examination outcomes during the past 12 months have confirmed the positive quality of education and wider school experience that pupils receive as well as the high level of parental satisfaction with the School.





Terms and Conditions

The salary and benefits package is attractive and commensurate with the importance of the position and the experience of the successful candidate. A satisfactory medical certificate will be required. The appointment is subject to satisfactory references, medical checks and child protection screening.

The position will be available from January 2017.



Application Process

The post has been advertised with TES Global. The closing date for applications is 16 September 2016. Initial interviews will take place in October, 2016. For selected candidates, final interviews will take place over 3 days in Singapore.



Selection Criteria:

The following key selection criteria for the **Head of Lower Years (Foundation & KS1)** position will be used by the panel in assessing the abilities, knowledge, potential and qualifications of each applicant. They constitute a common framework against which all applicants will be reviewed.

1. Educational Leadership

- A significant and highly successful record of achievement in a school, leading others in the process of change, and promoting the profile of the School
- Demonstrated leadership in the furthering of educational outcomes

2. Communication Skills

- Demonstrated ability to work with parents, teachers and students in a diverse international community to develop a learning environment that fosters creativity and excellence
- Ability to present formally and informally to a variety of audiences in a range of settings

3. Managerial and Administrative Ability

- A proven ability to manage staff, curriculums, programs and resources
- Demonstrated operational planning skills

4. Leadership of Staff and Students

- Ability to focus on the individual needs of all students and to provide opportunities for growth and development in all areas
- Capacity to work with the School community in order to motivate and to support staff, to develop their diverse talents and to foster their personal growth, through the creation and building of effective teams

5. Program Development, Implementation and Review

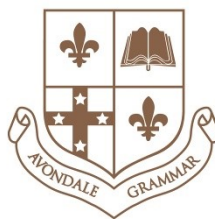
- Demonstrated high level conceptual, analytical and planning skills for use in the implementation of School policies and priorities which optimise learning outcomes
- Demonstrated capacity to adapt to and to manage changes
- To provide effective, dynamic and inspirational leadership in order that every child is able to fulfil their true potential.





For further insight into the school please visit the following videos:

- Wellbeing programme : <https://youtu.be/G-7AO3ydEqY>
- A message from the students : <https://youtu.be/EXzMvviBb7w>
- Mandarin programme : <https://youtu.be/AsqwV7-9Zb8>



Avondale

GRAMMAR SCHOOL

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Position Description

Nature of Role:

The Head of Lower Years (Foundation and KS1) leads and manages a teaching team and reports to the Principal. In this function, the Head of Lower Years is a member of the Executive and is responsible to the Principal for staff management, pastoral care and to ensure the achievement of excellence in academic performance and standards in Foundation and KS1 classes.

The Head of Lower years leads and manages the activities of students and teachers, in line with the School's Vision and Values statement, in the following areas – pastoral care, academic performance, best classroom practice, staff management, administration and budget. Together, the Head of Lower Years is responsible for the relationship and interaction of the students, staff and parents of that particular school.

Educational Leadership:

With regard to the Lower Years, in consultation with the Principal and Head of Teaching and Learning:

- Be responsible for the oversight, leadership and management of policies and functions of the Lower Years (Foundation & KS1) Curriculums.
- Create a learning environment which is challenging, rewarding and pursues excellence through the effective deployment of teaching staff.
- Ensure that the educational programs and operations are in line with the School's Vision, Mission and Aims.
- Ensure the effective development, documentation, implementation, evaluation and ongoing review of the Lower Years (Foundation & KS1) educational programs.
- Analyse student needs, develop and translate educational policy into appropriate programs which assist in meeting the learning needs of all students.
- Ensure that the School's approach to learning and teaching considers the findings of reliable research and incorporates, as appropriate, current developments and "best practice" in learning and teaching.
- Provide advice to the parent body on matters relating to the education of students and ensure that student records are kept up to date.
- Oversee the time-table to give an effective balance between learning and teaching domains, in keeping with the School's requirements.





Position Description

Teaching, Learning, Curriculum and Standards:

- Lead in the design and implementation of curriculum, which inspires and engages all students.
- Develop a love of learning, and foster creativity, resilience, optimism and a sense of wellbeing in all students through Positive Education.
- Promote curiosity, discovery and learning in a high quality early-years education in a rich, exciting and nurturing environment.
- Ensure a consistent and continuous school-wide focus on pupil assessment and achievement, using appropriate data to set, monitor, track and evaluate individual pupil progress.
- Challenge and remedy under-performance of any student.
- Provide nurturing and attentive pastoral care for all pupils.
- Promote a culture of encouragement, support and challenge in order to achieve each child's full potential and the highest possible educational standards.
- Ensure exemplary standards of behaviour and attendance of students.
- Effectively monitor, evaluate and review classroom practice of all classroom teachers and promote improvement strategies.
- Aim for outstanding standards of learning and best teaching practice at all times.
- Oversee provision of extracurricular and enrichment activities including excursions and visitors to the School.
- Ensure high standards of learning and teaching are maintained in the Preschool and Junior School.
- Inspire a passion for literacy and numeracy in all year levels.
- Ensure continuity and coherence of curriculum development.
- Ensure provision is made for all abilities of pupils.
- Ensure pupil assessment is accurate and ongoing and performance information is used to inform planning.





Position Description



Student Welfare and Discipline:

With regard to the Lower Years (Foundation &KS1) and in consultation with the Principal:

- Nurture a strong sense of community and foster mutually positive, supportive relationships with School families.
- Maintain a safe and positive environment in which every child feels valued and has appropriate access to learning programs for his/her needs
- Ensure that parents are effectively informed and respectfully consulted regarding educational, safety, welfare and discipline matters.
- Lead and support staff in their role as a team of pastoral care givers and Positive Education advocates.
- Oversee the effective management of student pastoral needs and to be responsible for the management of serious issues, including mandatory reporting, in which the wellbeing of students and/or the relationship with School families is at risk.
- Foster processes which emphasise understanding, repentance, forgiveness and restoration, in the resolution of relationship difficulties and conflict.
- Ensure the effective monitoring, recording and follow-up of student attendance.
- Oversee the fair enforcement of School requirements with regard to student behaviour, care of property and uniform.



Position Description

Leadership and Management of Staff:

In relation to the Lower Years (Foundation & KS1) and in consultation with the Principal

- Lead staff in the understanding of Avondale Grammar School's Vision, Mission, Values and Aims.
- Maintain a positive and rewarding climate which enhances staff morale, collegiality, teamwork and enables individual teachers and support staff members to flourish in their roles.
- Effectively lead the team of teachers, fostering high standards of professionalism.
- As an exemplar to staff, be seen as their supporter and colleague while maintaining strong yet sensitive leadership.
- Recognise, promote and use the skills of staff, celebrating their achievements
- and encouraging in each one, leadership, learning and commitment to excellence in all aspects of school life.
- Manage the Lower Years (Foundation & KS1) professional learning needs analysis and provide programs to meet organisational and individual teacher professional learning needs, particularly fostering professional learning teams to improve educational outcomes for all students.
- Assist with the overall management of the School through the involvement of
- the Lower Years (Foundation & KS1) staff in whole school matters through co-operative decision making and corporate policy formation where appropriate.
- Assist with the selection of teaching staff and the allocation of staff to teaching and other duties.
- Be involved in the induction and oversee the mentoring of new members of staff.
- Monitor staff performance, manage strategic support programs for teachers who experience performance difficulties and oversee effective performance review processes for staff.
- Develop teaching standards along a specified continuum.



Candidate Profile

Knowledge and Experience:

- Familiarity with and an understanding of the principles that align with UK Early Years Foundations Stage (EYFS) which underpins the practice of the Foundation classes.
- Understanding of the Australian Curriculum through the New South Wales Syllabus which is followed in the Lower Years.
- The qualifications necessary to teach in the Lower Years (Foundation & KS1).
- Bachelor Degree in Teaching from a recognised tertiary institution.
- Masters in Educational Leadership from a recognised tertiary institution will be viewed favourably.
- Minimum 8 – 10 years classroom experience as an exemplary practitioner.
- A deep appreciation of the particular learning styles, social and emotional needs of students at the stage of development espoused by the School.
- Proven leadership and staff management skills.
- Well-developed skills in the management and guidance of students and staff in the UK EYFS Framework.
- Demonstrated skills in the management of parent / school relationships and effective communication skills with parents.
- Proven diplomacy and public relationships skills and flexibility.

Skills and Attributes:

- A person who has a proven record as a teacher and experience as a leader who understands and supports a focus on student learning using appropriate teaching and learning strategies and technologies.
- An experienced educator able to develop the educational culture of the Preschool and Junior School.
- A person of integrity able to lead, guide and motivate the School community.
- A person of initiative able to contribute to the strategic growth of the School.
- A person who can work collaboratively with a range of different stakeholders.
- A person who can empathise and communicate with students and families and build strong relationships throughout the School community.
- A strategic thinker who can demonstrate strong curriculum leadership and who is approachable, a good listener and an effective communicator at all levels.
- A person whose words and actions inspire others.
- A leader who sets high standards in areas of scholarship, dress and personal behaviour.
- A person who can exercise sound judgement to make wise decisions.
- A person who is committed to their own ongoing professional development and growth, and who is committed to the same for the team they lead.



Candidate Profile

Communication and Consultation:

- Build effective relationships with staff and parents through excellent communication and interpersonal skills, taking and providing appropriate advice.
- Consistently use and develop information systems to ensure exemplary communication links with all members of staff, Board members and parents
- Co-ordinate KS1 with Foundation and Middle School to ensure smooth transitions for students and continuity of learning.
- Regularly and effectively communicate the progress of every child's learning to the Principal, Board and parents.
- Work with the Principal and Board to provide information on all relevant aspects of the Preschool and Junior School, its progress and intended development.
- Promote the Preschool and Junior School within the parent and wider community.
- Build, develop and maintain excellent relationships with parents.
- Oversee and monitor all Prep School/parent communication.
- Keep parents fully informed and respond to pastoral, academic, social and developmental issues.
- Organise parents' information sessions.



Candidate Profile

Administration:

In consultation with the Principal:

- Work supportively with the leadership teams and staff of the Lower Years (Foundation & KS1).
- Interact effectively with staff, students, parents and members of the wider community, maintaining highly professional standards of oral and written communication.
- Manage administrative structures and procedures to ensure efficient operation of the school on a daily basis.
- Be a perceptive mediator, exercising fairness, wisdom and sensitivity.
- Document new policy regarding the effective administration of the Lower Years (Foundation & KS1) and assist with the development of handbooks, promotional materials and submissions to various authorities if required.
- Provide relevant data, information and involvement in the future planning of the School.
- Monitor and liaise with the Administration Team to keep high standards of safety and maintenance of the buildings, grounds and facilities.
- Oversee all the quality of presentations including major events such as Open Days, Presentation Evenings, Parent - Teacher Report Evenings, Sporting Carnivals and day to day functions such as School Assemblies.
- Assist the School Enrolment team and Registrar regarding tours for prospective families and enrolment procedures of prospective new students.
- Represent the School in the local and wider community on matters relating to the Preschool and Junior School.
- Support the School Board and Parent Association in fund raising and mission activities.

Marketing:

- Actively be involved in the marketing of the School by taking School tours with prospective new families and a member of the enrolment team.
- Meet prospective parents, contribute to the assessment of prospective pupils and manage their taster day experience.
- Attend and contribute to Open Days, School Athletic Carnivals etc.
- Contribute materials regularly for the school newsletters and publicity materials, liaising with the Principal and Head of Marketing.

Other Duties:

- The Head of Lower Years (Foundation & KS1) is required to take a few hours of teaching each week.
- This role description lists duties which are typical of the duties normally expected of a Junior School Head. The Principal may require the Head to undertake other associated duties.



Candidate Profile

Performance Indicators:

- Effectiveness in leadership and management.
- Proactive support as a member of the School Executive.
- Appropriate and effective communication between students, staff, parents and the wider community.
- Staff Development in an environment which encourages active and professional participation and growth.
- Demonstrating Positive Education principles and pastoral care by the building of cohesive and collaborative relationships.
- Achievement of academic excellence in all year levels.
- Promoting and demonstrating best teaching practice.
- Effective daily operation of the Preschool and Junior School.
- Effective Strategic Planning.
- Promotion of the School locally, nationally and internationally.
- Demonstrated capacity to adapt to and to manage changes
- To provide effective, dynamic and inspirational leadership in order that every child is able to fulfil their true potential.

