

LOCATION	Nord Anglia International School Al Khor
JOB TITLE	HEAD OF PRIMARY
JOB PURPOSE	The Head of Primary assists the Principal in the general governance and leadership of the school and is a key member of the NAISAK Senior Leadership Team (SLT). The Head of Primary offers strategic direction and drives continuous improvement across the school. Additionally, they will contribute to the marketing of the school in the drive to grow student numbers.
REPORTING TO	School Principal
DIRECT REPORTS	Deputy Head of Primary, Foundation Stage Leader, Year Leaders, Primary Team
OTHER KEY RELATIONSHIPS	Head of Secondary, Admissions Coordinator, Finance Manager, HR Coordinator, Director of Sport & Community, NAISAK Community
KEY RESULT AREA	MEASURES OF PERFORMANCE
<ul style="list-style-type: none"> ▪ Promote and embodies <i>The CORE 7 Leadership Capabilities</i>: <ol style="list-style-type: none"> 1. Accountable – Establishes a high performing culture and accepts accountability for organisational performance ▪ Drives continuous improvement through all stages of the school through the School Development Plan ▪ Create an environment within the school that puts learning at the heart of all that the school does ▪ Development of a high performing Middle Leadership Team that supports distributive leadership ▪ Implementation of action plans to support the continued improvement in both teaching and learning ▪ Monitor and analyse school and student performance data and take appropriate actions to meet targets ▪ Instill a culture of pride and respect amongst the student body, ensuring students follow agreed policies and procedures, empowering them to succeed ▪ Manage and deploy school resources and facilities to support the school's vision, mission and promises ▪ Promote and adhere to Nord Anglia's Vision and Values: <ol style="list-style-type: none"> 1. Opportunity - For us, opportunities need to be meaningful, about achieving potential and making progress. 2. Impact - For us, impact is about making a difference. It needs to be immediate, positive and lasting. 3. Leadership - For us, leadership is about considering the team's needs as well as your own, setting inspiring examples, being supportive and showing real accountability and responsibility. 4. Respect - For us, respect is about listening, being inclusive, showing tolerance and getting the little things right. ▪ Ensure all staff meet their statutory responsibilities and Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation ▪ Any other appropriate duties as allocated by the Chief Executive Officer 	<p>Achieves organisational and personal goals</p> <ul style="list-style-type: none"> ▪ Positive results on Balance Scorecard and KPIs including student performance, finance, marketing and communication and health & safety
<ol style="list-style-type: none"> 2. Strategic – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction <ul style="list-style-type: none"> ▪ Lead the day-to-day operations of the school with the support of the Leadership Team 	<p>Successful implementation of initiatives that are aligned to the School Development</p>

<ul style="list-style-type: none"> ▪ Communicate the school's vision , strategy and values, and gain the commitment of all school stakeholders ▪ Strategic appointment and deployment of staff, with clearly identified roles and responsibilities ▪ Work collaboratively with the school's Leadership Team in the effective implementation and monitoring of the school's strategic plans to support achievement ▪ Implement an appropriate curriculum that meets the demands and needs of all students ▪ Design, implement and review whole school policies and new initiatives ▪ Lead new teaching and learning initiatives across the Primary Stage to support student progress and achievement ▪ Analyse data and evaluate school and student outcomes 	<p>Ensure the school's guiding statements are part of the school on a daily basis.</p>
<p>3. Collaborative – Works collaboratively with others to achieve organisational outcomes</p> <ul style="list-style-type: none"> ▪ Work collaboratively with the Principal in the strategic planning for future success ▪ Work collaboratively and cooperatively with colleagues within the school, region and across the wider organisation ▪ Work with school leaders to formulate the school's vision, aims, objectives and policies ▪ Analyse, and take action from the results from the Parent and Staff Engagement Surveys ▪ Communicate regularly with the parent body in a respectful, open and inclusive manner to support student growth ▪ Enable staff members to work collaboratively and cooperatively by creating a safe working environment where opinions are shared and valued ▪ Assist the Admissions Coordinator with student recruitment matters, including meeting and engaging with prospective parents and students ▪ Assist with school marketing initiatives and the drive to capture new audiences 	<p>All members of the school community feel they have a voice and are listened to.</p>
<p>4. Entrepreneurial – Creates organisational value for diverse stakeholders and achieves commercial success</p> <ul style="list-style-type: none"> ▪ Design strategic plans that support the growth of FTEs to meet commercial and financial goals ▪ Work collaboratively with school leaders and the Admissions Coordinator to support the parent journey from enquiry to enrollment ▪ Work closely with the Principal to explore profit growth opportunities for the school ▪ Promote commercial and organisational initiatives including the 'Be Ambitious' Philosophy across the wider school community ▪ Identify, report and manage risks across whole school ▪ Take responsibility for whole school resource and PMPD budget 	<p>Financial targets are met and budgets are adhered to.</p> <p>Opportunities for continued staff growth are considered.</p>
<p>5. Enabling – Drives excellence through valuing and developing others</p> <ul style="list-style-type: none"> ▪ Assist the Principal in the strategic appointment of excellent staff members that will add value to the school and raise standards 	<p>Development Plans for staff are embedded with members of the academic teams being successful</p>

<ul style="list-style-type: none"> ▪ Promote excellence in teaching and learning through the implementation of a robust programme of monitoring ▪ Instill a whole school learning culture through the promotion of professional development opportunities at school level and beyond ▪ Continue to seek professional development opportunities yourself ▪ Design, implementation and review of a robust Performance Management cycle ▪ Accountable for Performance Management and Professional Development (PMPD) of teachers in the Primary Stage ▪ Promote the Be Ambitious vision with all school stakeholders ▪ Encourage whole-school commitment and shared responsibility, developing the school's supportive ethos, motivating staff and students by personal interest, encouragement and concern for individual needs ▪ Promote the well-being of the staff in order to maximise their professional contribution and satisfaction ▪ Communicate openly and honestly with all members of the school community ▪ Celebrate individual and shared success across all stages of the school 	<p>when applying for promotions within the school and across the organisation.</p>
<p>6. Agile – Achieves personal and organisational success within a changing, dynamic and complex environment</p> <ul style="list-style-type: none"> ▪ Ensure the curriculum and wider school opportunities allow students to grow and mature emotionally, intellectually, physically and socially ▪ Monitor and evaluate school performance through self-evaluation ▪ Build and maintain solid relationships with students, promoting the power of student voice whenever possible ▪ Act with a high degree of cultural sensitivity and respect diversity of the school community ▪ Demonstrate tolerance to change and acceptance of alternative views, being inclusive and respectful of other's viewpoints 	<p>School Development Plan is regularly reviewed, updated and goals are achieved.</p>
<p>7. Resilient – Demonstrates personal resilience within a demanding environment of high expectations</p> <ul style="list-style-type: none"> ▪ To unite the whole school community to create an outstanding education for every child ▪ Work within a demanding environment of high expectations, continually striving for personal and whole school improvement ▪ Demonstrate enthusiasm for the school's vision, mission and promises whilst further promoting the power of the Nord Anglia Philosophy ▪ Persist in the face of challenges and embrace feedback positively from others ▪ Respond appropriately to the needs of the parent body 	<p>Academic, financial and personal targets are achieved.</p>
<p>Personal Development</p> <ul style="list-style-type: none"> ▪ Continual development through the identification and implementation of your own Personal Development Plan 	<ul style="list-style-type: none"> ▪ Improved performance ▪ Performance appraisal ▪ Personal Development Plan

<ul style="list-style-type: none">▪ Each individual must ensure that they meet their statutory responsibilities and Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation▪ A commitment to safeguarding and promoting the welfare of all students▪ Willingness to undertake appropriate child protection training when required	
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PERSON SPECIFICATIONS	
Qualifications/Training	
▪ University educated with an Honours Degree,	Essential
▪ Hold a recognised teaching qualification	Essential
▪ Evidence of ongoing professional development	Essential
▪ Hold or working toward masters level qualification or equivalent	Desired
In-depth knowledge and understanding of:	
▪ Primary English National Curriculum	Essential
▪ International Primary Curriculum (IPC)	Desirable
▪ Provision of high standard English as a second language	Essential
▪ Life without Levels	Essential
▪ Awareness of current educational issues and up to date curriculum developments, internationally	Essential
▪ Application of effective teaching and learning strategies that achieve high levels of teaching and pupil achievement	Essential
▪ Awareness of how international schools vary from state schools	Essential
▪ Leadership responsibility within an international setting	Essential
▪ Have experience of a school self-evaluation	Desired
▪ Awareness of effective use of ICT	Essential
▪ Primary Stage student data analysis	Essential
▪ Demonstrate research into an educational theme or topic	Essential
▪ Effective experience of performance management	Essential
▪ Staff development	Essential
▪ An understanding of Primary Stage budget lines	Essential
▪ Effective experience of performance management	Essential
▪ Staff development	Essential
▪ Ability to operate as part of leadership team and lead a team	Essential
▪ Ability to inspire and enthuse pupils, staff and parents	Essential
▪ Ability to effectively handle parental concerns	Essential
▪ Secure the loyalty and confidence of all staff, students and parents	Essential
▪ Take full involvement in the whole life of the school, to include events and after school activities	Essential
▪ An understanding of how to set appropriate targets for school performance, and how to prepare, monitor and evaluate an action plan in relation to those targets	Essential
▪ Ability to communicate effectively to a wide range of different audiences	Essential
▪ Have classroom credibility	Essential
Personal Attributes	
▪ Passionate about delivering quality education	Essential
▪ Able to command respect of pupils, staff and parents	Essential
▪ Respects the contribution of all individuals	Essential
▪ Organised	Essential
▪ Reliable with an attention to detail and a commitment to quality	Essential
▪ Communicator – the ability to communicate inspirationally & effectively to both internal and external audiences, to incorporate successful negotiation and consultation	Essential
▪ Energetic	Essential
▪ Innovative	Essential
▪ Open and Honest	Essential
▪ Have the enthusiasm, initiative and determination to work as a role model for the school	Essential
▪ Determined	Essential