

JOB DESCRIPTION GERMAN PRIMARY SCHOOL LEADER

Start date: 1.8.2017

Line manager/reporting to: Head of Primary School, Primary Leadership Team, School Principal

I. Requirements

- 1) sound and demonstrable knowledge of the Thuringia Curriculum in the taught subjects;
- 2) a clear understanding of the three promises and what they mean for the GPS in BSB context;
- 3) a clear understanding of the areas of and the strategies for school development;
- 4) a willingness to contribute to the development the German Primary School and its place within the school as well as the whole school.

II. Job Purpose

- To raise standards of pupil achievement and to monitor and support pupil progress;
- To ensure the provision of a broad, balanced, and differentiated curriculum for pupils;
- To lead, manage and develop the curriculum;
- To lead, manage, develop and enhance the teaching practice of others;
- To manage and develop teaching/support staff, financial and physical resources within the GPS effectively to support the school development plans;
- To take responsibility within the GPS for fostering the Be Ambitious agenda, which is a core Nord Anglia expectation.
- To encourage open and clear communication with the parents of the GPS students and respond as needed to their concerns, queries, feedback.

III. Key Tasks

3.1. Operational, Strategic, Planning

The German Primary Section Leader:

- forms the focal point for the development of the German Primary School in accordance to the school development plans. This means developing and reviewing syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies as well as formulating aims, objectives and strategic plans for the department which have coherence and relevance to the needs of pupils and to the aims, objectives and strategic plans of the school;
- models high standards of teaching and learning, and expects and encourages those same high standards across the team;
- is accountable for standards (including tracking and examination results), delivery curriculum and students' progress;
- is responsible for collecting data concerning students' progress;
- liaises with German teachers as well as specialist teachers to ensure pupils' needs are met;
- implements school policies and procedures;
- monitors the resources available to the GPS.

3.2. Curriculum

The German Primary Section Leader:

- constantly directs, nurtures and monitors the planning, developing and adapting of the curriculum together with fellow colleagues, to aid in student learning, and ensures the provision of a broad, balanced, and differentiated curriculum;
- keeps up to date with and responds to curriculum developments in Germany as well as teaching practice and methodology;
- is responsible for the quality of display and tidiness in the teaching rooms and corridors.

3.3. Recruitment and Development of Staff

The German Primary Section Leader:

- ensures that staff development needs are identified and that appropriate programs are designed to meet such needs;
- participates in the recruitment and interview process for teaching posts to ensure outstanding teaching quality and secures effective induction of new staff;
- promotes teamwork and motivates staff to ensure effective working relations;
- is responsible for the day-to-day management of staff within the department;
- is responsible for performance management and continuous professional development of German staff to develop and enhance the teaching practice of others.

3.4. Quality Assurance

The German Primary Section Leader:

- establishes common standards of practice within the section and develops the effectiveness of teaching and learning styles;
- monitors recording, reporting and tracking;
- continuously monitors the marking of student work in terms of quality of feedback and regularity of marking;
- seeks/implements modification and improvement where required;
- produces assessment analyses and department reviews as part of the school's self-evaluation cycle;
- coordinates with teachers to ensure that high quality children's work is on display and that display is changed regularly.

3.6. Marketing, Admissions and Communication

The German Primary Section Leader:

- forms the main point of contact for members of the school community. This includes teachers, students, and parents;
- ensures the German community is fully informed about the year group trips, activities and special events, etc;
- leads parents' and curriculum evenings, and ensures that parent are fully informed about the curriculum each term;
- is expected to take part in all relevant meetings concerning Primary and GPS and to hold regular GPS Meetings, which are minuted;
- communicates with parents by email and telephone, and meet with them face-to-face, when necessary;
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- contributes to school marketing activities, e.g. the collection of material for newsletters and the school website;
- is available on request for prospective students and their parents, explaining to them all relevant information about the German Primary Program at BSB;
- creates and updates information material for online media as well as leaflets on request.

3.7. Pastoral System

The German Primary Section Leader:

- gets to know all students and their families as well as possible;
- welcomes and supports induction of new students and families;
- promotes the general progress and well-being of individual students and of the group as a whole;
- registers students, accompanies them to assemblies, encourages their full attendance at all lessons and their participation in other aspects of school life;
- alerts appropriate staff to problems experienced by students and makes recommendations as to how these may be resolved;
- actively promotes our pastoral and positive behaviour systems;
- may undertake class teacher/form tutor responsibilities as appropriate.

3.8. Further Professional Requirements

The German Primary Section Leader:

- serves as a role model in terms of dress, positive attitude, punctuality and attendance;
- prepares and delivers an appropriate programme of teaching in accordance with the duties of a standard scale teacher;
- has a working knowledge of teachers' professional duties as specified in the school handbook;
- operates at all times within the stated policies and practices of the school;
- undertakes professional development to enhance teaching and learning;
- if necessary, covers when a member of staff is sick.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This job description may be amended at any time following discussion between the Line Manager and German Primary Section Leader, to be reviewed annually.

Teaching commitment

- The Head of the GPS will have a 50% teaching workload. This does not include covering for staff as and when needed.

Responsibility points

- The Head of GPS post will attract 2 responsibility points.

PERSON SPECIFICATIONS	
Qualifications/Training	
▪ QTS/PGCE	Essential
▪ Bachelor's degree	Essential
▪ Enhanced DBS disclosure / background check	Essential
Experience / Knowledge / Skills	
▪ Experience of teaching Primary-aged children	Essential
▪ Experience of the relevant GPS curriculum	Essential
▪ Excellent verbal and written communication skills	Essential
▪ Competent ICT user	Essential
▪ Familiar with iSAMS	Desirable
▪ Overseas experience	Desirable
▪ Strong CPD record	Desirable
Personal Attributes	
▪ High level of personal integrity	Essential
▪ Excellent organisational and time-management skills	Essential
▪ Ability to work under pressure and remain calm	Essential
▪ Willingness to take on multiple tasks	Essential
▪ Proactive and positive in outlook	Essential
▪ Self-motivated and enthusiastic	Essential
▪ Ability to work independently and collaboratively	Essential
▪ Continually strive for improvement	Essential
▪ Adaptable and solution-focused	Essential