|  |  |  |
| --- | --- | --- |
| **LOCATION** | **Jakarta, Indonesia** | |
| **JOB TITLE** | **Deputy Head of Primary (with class teaching commitments)** | |
| **REPORTING TO** | Principal | |
| **JOB PURPOSE** | Support the Principal, to lead an effective, high-achieving, safe and thriving Primary School in line with the school’s ethos and aims and the mission of Nord Anglia Education. | |
| **OTHER KEY RELATIONSHIPS** | Parents, Students, Community, Primary Leadership Team, Executive Leadership Team. | |
| **PACKAGE** | Competitive remuneration and benefits based on experience. | |
| **CORE REQUIREMENTS OF THE POST** | | |
| **In conjunction with the Principal :**  To offer leadership, inspiration and guidance to the Primary School including staff, students and parents, to ensure the smooth day to day operation of the Primary School and to make a strong contribution as a key member of the School Leadership Team.  Initially the Deputy Head of Primary will also have class teaching responsibilities but as the school grows, the roles and responsibilities will be reviewed and adjusted accordingly.  The person appointed will;   * Inspire trust and confidence in parents, students and colleagues; * Build team commitment with colleagues; * Engage and motivate pupils; * Demonstrate analytical thinking; * Seek to continuously improve the quality of students’ learning; * Lead school improvement, development planning and promote the learning priorities of the school development plan; * Lead the development and implementation of school policies; * Develop and monitor the curriculum, assessment and student tracking and reporting processes to advance student learning and enhance professional practice; * Promote the wider aspirations and values of the school. | | |
| **KEY RESULT AREA** | | **MEASURES OF PERFORMANCE** |
| **General:**   * Day to day operations of the Primary School as delegated by the Principal. * The development of an ambitious, high performance culture for students and staff. * Ensuring clear channels of communication within the school and with parents. * Acting as a positive role model for staff, students and the wider community. * Liaison with external agencies as necessary to ensure that all students thrive. * Deputising for the Principal as necessary. | | Performance and Development Review Cycle  NAE Talent Management Programme  Parental Survey |
| **Staff Deployment and Management:**   * Supporting the Principal in the recruitment of new staff to the Primary School. * Planning and managing the efficient deployment of staff, including Learning Assistants. * The line management of designated Middle Leaders. * Continual Professional Development of all staff, including new staff induction. * Performance management of staff, including assessment against professional standards, work scrutinies, development of job descriptions, monitoring of attendance and punctuality and the development of a culture of collective responsibility. * Ensuring processes for individual and collective accountability are clear and acted upon. * Management of individual staff issues. * Development and implementation of monitoring documents and processes for areas of teaching and learning that need improvement. | | Pupil achievement measures  Standardised testing  Parental satisfaction survey  Student enrolment into school  Performance Management  Talent Management Programme |
| **Student Recruitment and Retention**   * Supporting the Admissions Team on student recruitment matters, including meeting and engaging with prospective students and parents. * New student orientation and induction. * Active Management of student retention, including early intervention with parents of students considering leaving. | | Targets for pupil recruitment  Parental satisfaction survey  Complaints records |
| **Parents and Community. In conjunction with the Principal;**   * Have overall control of the pattern of events in the school calendar. * Leading and contributing to assemblies, presentations and open days. * Building effective formal and informal communications with parents. * With the Principal, work with parental representative groups as appropriate. * Manage Parent Teacher Conferences and award ceremonies. | | Parental satisfaction survey  Informal feedback from parents  Complaints records  Targets for pupil recruitment |
| **Learning Environment and Resources**   * The look and feel of the Primary School, including general atmosphere, display material, tidiness and professionalism. * Selection of Teaching and Learning resources * Work with colleagues in developing and manging the after-school activities programme to provide a broad and balanced offer that supports the curriculum and students’ wider development. | | Learning walks and reviews  Health & Safety Audits  Financial reporting |
| **Personal Development**   * Continual development through the identification and implementation of your own Personal Development Plan | | Improved performance  Performance appraisal  Personal Development Plan |
| **OTHER**   * Promote and embodies *The CORE 7 Leadership Capabilities:*  1. **Accountable** – Establishes a high performing culture and accepts accountability for organisational performance. 2. **Strategic** – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction 3. **Collaborative** – Works collaboratively with others to achieve organisational outcomes 4. **Entrepreneurial** – Creates organisational value for diverse stakeholders and achieves commercial success 5. **Enabling** – Drives excellence through valuing and developing others 6. **Agile** – Achieves personal and organisational success within a changing, dynamic and complex environment 7. **Resilient** – Demonstrates personal resilience within a demanding environment of high expectations  * 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 pupils. * Willingness to undertake appropriate child protection training when required | | |

|  |  |
| --- | --- |
| **PERSON SPECIFICATIONS** | |
| **Qualifications/Training** | |
| * Qualified Teacher Status with a proven track record in a Middle or Senior Leadership position | Essential |
| **Experience / Knowledge** | |
| * School curriculum - British National Curriculum and IPC (International Primary Curriculum) and associated assessment methods | Essential |
| * Up to date knowledge of curriculum developments across the whole of the Primary School including EYFS | Essential |
| * Understanding of effective teaching and learning theory and practice | Essential |
| * Previous and proven school leadership experience | Essential |
| * Proven people management skills | Essential |
| * International school experience | Desirable |
| * Proven curriculum management and development skills | Essential |
| * Budget management experience | Desirable |
| * Knowledge and experience of distributive leadership | Desirable |
| **Skills** | |
| * Proven ability to develop good personal relationships within a team | Essential |
| * An effective communicator to a variety of audiences | Essential |
| * High level of IT competency | Essential |
| * Familiarity with ISAMS information management systems (or equivalent) | Desirable |
| * Proven ability to develop opportunities for parental involvement | Desirable |
| **Personal Attributes** | |
| * Demonstrate high levels of personal integrity and respect toward others | Essential |
| * Passionate about developing and delivering quality | Essential |
| * Excellent organisational and time-management skills | Essential |
| * Reliable with an eye for detail | Essential |
| * Ability to work under pressure and remain calm | Essential |
| * Willingness to take on multiple tasks | Essential |
| * Proactive and able to prompt others to ensure deadlines are achieved | Essential |
| * Self-motivated and enthusiastic | Essential |
| * Ability to work independently | Essential |
| * Continually strive for improvement | Essential |
| * An innovator with a willingness to embrace change | Desirable |
| * A willingness to develop strategies to engage and involve parents | Desirable |

**OTHER CONDITIONS**  
Compliance with visa requirements for working in **Indonesia**

At Nord Anglia Education we are committed to providing a world class, safe, happy environment in which children and young people are able to thrive and learn. We are committed to safeguarding and promoting the welfare of all our pupils irrespective of race, ability, religion, gender or culture.

All post holders in regulated activity (having regular unsupervised contact with children) are subject to appropriate national and international vetting procedures including satisfactory criminal record checks from both Country of residence/birth and any Country of residence within the last 10 years.

Dear Applicant,

Thank you for your interest in working at a Nord Anglia Education school.

By joining one of our schools, you will be welcomed into a global community of approximately 9,000 people working together in 47 schools located in 18 countries around the world. Together, we educate approximately 45,000 students globally from ages 2 to 18 across China, Southeast Asia, the Middle East, The Americas and Europe.

Each of our schools are unique in character and offer an education tailored to meet the needs of its community. However, all our schools are united by our ‘Be Ambitious’ philosophy – we are ambitious for our students, our people and our family of schools. This means that we want every student to achieve more than may have ever thought possible which we ensure through personalised learning enhanced with unique global opportunities.

As a fast-growing family of schools, we also offer unique opportunities for you to grow professionally and develop your career. In addition to gaining exceptional experience in our schools, our teachers have access to a wide range of resources and support to enhance their success. We offer every teacher extensive training and resources though Nord Anglia University, our vibrant professional development community. Nord Anglia University connects you to colleagues around the world in our online international staffroom and also provides access to courses, seminars and the support of educational experts.

Through unique collaborations with The Juilliard School and the Massachusetts Institute of Technology (MIT), you will also get unrivalled access to world leading experts in the performing arts and STEAM subjects (science, technology, engineering, arts and maths). Also, our collaboration with King’s College London, exclusive to Nord Anglia staff, gives you a chance to earn your Executive Master’s in International Education.

You can find out more information about what makes our schools a great place to teach at [www.nordangliaeducation.com/careers](http://www.nordangliaeducation.com/careers)

Good luck with your application.