

LOCATION	BRITISH INTERNATIONAL SCHOOL ABU DHABI
JOB TITLE	DEPUTY HEAD OF PRIMARY
JOB PURPOSE	To play a key leadership role within the Primary School to ensure students obtain the best possible academic outcomes, enjoy a wide range of learning experiences and develop personally and socially in order to make a difference to their world. As a member of the Extended Leadership Team of the school, the Deputy Head of Primary will provide leadership, inspiration and guidance to all members of staff.
REPORTING TO	Head of Primary
DIRECT REPORTS	Assistant Heads
OTHER KEY RELATIONSHIPS	All post holders
KEY RESULT AREA	
<p>KEY TASKS AND RESPONSIBILITIES:</p> <p>Administration</p> <ul style="list-style-type: none"> • To deputise for the Head of Primary as appropriate • To formulate aims, objectives and strategic plans for the School • To contribute to the construction and publication of the School Development Plan • To implement and monitor priorities from the School Development Plan • To ensure that the teaching commitments of the Primary School are effectively and efficiently time-tabled and accommodated • To monitor and evaluate academic standards at all levels in the Primary School, including benchmarking against other schools, and against international and UK standards <p>Academic</p> <ul style="list-style-type: none"> • To oversee curriculum development throughout the Primary School to ensure an appropriate, challenging and exciting programme of study, both within and beyond the classroom • To keep up to date with national and international developments in education • To monitor the quality of teaching and learning across the Primary School • Constantly work to raise the standards of teaching • To assist the Head in the process of the setting of academic targets for primary students and to work towards their achievement. <p>People Management</p> <ul style="list-style-type: none"> • To support the ongoing development of the Performance Management process • In conjunction with the Head of Primary, ensure Assistant Headteachers and Year Leaders effectively lead their areas and their teams • To be responsible for providing effective induction for new Primary staff 	

Performance Management

- To ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs
- To support all staff in their identifying and designing their own professional learning
- To evaluate Professional Learning in terms of benefit to the school and to the individual
- To establish links with other schools, both international and local, to develop opportunities to enhance teacher and student performance

Communication

- To ensure that all members of the School communicate appropriately with colleagues, parents and students on Primary School matters
- To maintain high quality and effective communication relating to the Primary School, including academic reports, parent workshops, the school website, newsletters, weekly e-mail and all other informal means of communication

Marketing

- To contribute to all School marketing and liaison activities, including school events
- Liaison with feeder schools and external agencies.
- To actively promote the establishment of effective links with external agencies, in the UK and elsewhere

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. There must be a commitment to safeguarding and promoting the welfare of all students.

PERSON SPECIFICATIONS	
Qualifications/Training	
▪ Qualified Teacher status with a minimum of 5-7 years teaching experience	Essential
Experience / Knowledge	
▪ School curriculum (English National Curriculum – Primary) and associated assessment methods	Essential
▪ Up to date knowledge of curriculum developments	Essential
▪ Application of effective teaching and learning theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies)	
▪ Proven leadership and people management skills	Essential
▪ A management background in educational institutions	Essential
▪ Budget management experience	Desirable
▪ Experience in an international setting	Desirable
▪ Proven curriculum management/development skills	Essential
▪ Experience of timetable construction	Desirable
Skills	
▪ The ability to develop good personal relationships within a team	Essential
▪ An effective communicator (written and verbal) to a variety of audiences	Essential
▪ High level of IT competency	Essential
▪ Familiarity with management information systems	Essential
Personal Attributes	
▪ Passionate about delivering quality education	Essential
▪ Able to command respect of pupils, colleagues and parents	Essential
▪ Organised, with proven ability to meet deadlines and make decisions in a timely fashion	Essential
▪ Driven by wanting to improve quality and develop the school	Essential
▪ Reliable with an attention to detail and a commitment to quality	Essential
▪ An innovator with a willingness to embrace change	Essential
▪ A willingness to develop strategies for creating community links	Essential
▪ An excellent sense of humour	Essential
▪ High levels of personal integrity.	Essential
▪ Excellent organisational and time-management skills	Essential
▪ Attention to 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
▪ Adaptability	Essential

OTHER CONDITIONS

Compliance with visa requirements for working in the UAE.

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.