

<b>LOCATION</b>	<b>Puxi, Shanghai, China</b>
<b>JOB TITLE</b>	<b>Deputy Head of Primary</b>
<b>REPORTING TO</b>	Head of Primary and Principal
<b>JOB PURPOSE</b>	Support the Head of Primary, 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.
<b>OTHER KEY RELATIONSHIPS</b>	Parents, Students, Community, Primary Leadership Team, Executive Leadership Team.
<b>PACKAGE</b>	Competitive remuneration and benefits based on experience.
<b>CORE REQUIREMENTS OF THE POST</b>	
<p><b>In conjunction with the Head of Primary and other members of the Primary Leadership Team:</b> 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 Executive Leadership Team.</p> <p>The person appointed will;</p> <ul style="list-style-type: none"> <li>• Inspire trust and confidence in parents, students and colleagues;</li> <li>• Build team commitment with colleagues. Engage and motivate pupils;</li> <li>• Demonstrate analytical thinking;</li> <li>• Seek to continuously improve the quality of students' learning;</li> <li>• Lead school improvement, development planning and promote the learning priorities of the school development plan;</li> <li>• Lead the development and implementation of school policies;</li> <li>• Develop and monitor the curriculum, assessment and student tracking and reporting processes to advance student learning and enhance professional practice;</li> <li>• Promote the wider aspirations and values of the school.</li> </ul>	
<b>KEY RESULT AREA</b>	<b>MEASURES OF PERFORMANCE</b>
<p><b>General:</b></p> <ul style="list-style-type: none"> <li>• All day to day operations of the Primary School as delegated by the Head of Primary.</li> <li>• The development of an ambitious, high performance culture for students and staff.</li> <li>• Ensuring clear channels of communication within the school and with parents.</li> <li>• Acting as a positive role model for staff, students and the wider community.</li> <li>• Liaison with in-school specialists and external agencies as necessary to ensure that all students thrive.</li> <li>• Deputising for the Head of Primary as necessary.</li> </ul>	<p>Performance and Development Review Cycle</p> <p>NAE Talent Management Programme</p> <p>Promotion prospects of Primary SLT colleagues</p> <p>Parental Survey</p>
<p><b>Staff Deployment and Management:</b></p> <ul style="list-style-type: none"> <li>• Supporting the Head of Primary in the recruitment of new staff to the Primary School.</li> <li>• Planning and managing the efficient deployment of staff, including Learning Assistants.</li> <li>• The line management of designated Middle Leaders.</li> <li>• Continual Professional Development of all staff, including new staff induction.</li> <li>• 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.</li> <li>• Ensuring processes for individual and collective accountability are clear and acted upon.</li> <li>• Management of individual staff issues.</li> </ul>	<p>Pupil achievement measures</p> <p>Standardised testing</p> <p>Parental satisfaction survey</p> <p>Student enrolment into school</p> <p>Performance Management</p> <p>Talent Management Programme</p>

<ul style="list-style-type: none"> <li>Development and implantation of monitoring documents and processes for areas of teaching and learning that need improvement.</li> </ul>	
<b>Student Recruitment and Retention</b> <ul style="list-style-type: none"> <li>Supporting the Admissions Team on Primary student recruitment matters, including meeting and engaging with prospective students and parents.</li> <li>New student orientation and induction.</li> <li>Active Management of student retention, including early intervention with parents of students considering leaving.</li> </ul>	Targets for pupil recruitment Parental satisfaction survey Complaints records
<b>Parents and Community. In conjunction with the Head of Primary;</b> <ul style="list-style-type: none"> <li>Have overall control of the pattern of events in the primary school calendar.</li> <li>Leading and contributing to assemblies, presentations and open days.</li> <li>Building effective formal and informal communications with parents.</li> <li>Building strong links with parents, including various nationality groups.</li> <li>With the Principal and Head of Primary, work with parental representative groups as appropriate.</li> <li>Manage Parent Teacher Conferences and award ceremonies.</li> </ul>	Parental satisfaction survey Informal feedback from parents Complaints records Targets for pupil recruitment
<b>Learning Environment and Resources</b> <ul style="list-style-type: none"> <li>The look and feel of the Primary School, including general atmosphere, display material, tidiness and professionalism.</li> <li>Selection of Teaching and Learning resources</li> <li>Work with PSLT in developing and manging the after-school activities programme to provide a broad and balanced offer that supports the curriculum and students' wider development.</li> </ul>	Learning walks and reviews Health & Safety Audits Financial reporting
<b>Personal Development</b> <ul style="list-style-type: none"> <li>Continual development through the identification and implementation of your own Personal Development Plan</li> </ul>	Improved performance Performance appraisal Personal Development Plan
<b>OTHER</b> <b>Promote and adhere to the Company Vision and Values:</b> <ul style="list-style-type: none"> <li><b>Opportunity</b> - For us, opportunities need to be meaningful, about achieving potential and making progress.</li> <li><b>Impact</b> - For us, impact is about making a difference. It needs to be immediate, positive and lasting.</li> <li><b>Leadership</b> - 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.</li> <li><b>Respect</b> - For us, respect is about listening, being inclusive, showing tolerance and getting the little things right</li> </ul> <ul style="list-style-type: none"> <li>All staff are required to manage effective personal development as part of the Company's commitment to invest in staff as the key resource in the organisation</li> <li>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</li> <li>Any other appropriate duties as allocated by the Chief Executive Officer</li> </ul>	

<b>PERSON SPECIFICATIONS</b>	
<b>Qualifications/Training</b>	
▪ Qualified Teacher Status with a proven track record in a Leadership position	Essential
<b>Experience / Knowledge</b>	
▪ School curriculum (British National Curriculum – Primary) and associated assessment methods	Essential
▪ Up to date knowledge of curriculum developments across the whole of the Primary School	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
<b>Skills</b>	
▪ 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
<b>Personal Attributes</b>	
▪ 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 Shanghai, China

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.