



## **HEAD OF PRIMARY JOB DESCRIPTION (Reporting to the Headteacher)**

The Head of Primary is a key member of the WSLT and is responsible for the Pastoral, Personal and Academic Development of all Primary pupils.

### **Key Responsibilities:**

- To support and deputise for the Headteacher
- To ensure the safety and welfare of all pupils and staff in the primary school
- To ensure the outstanding personal development of pupils in the primary school
- To ensure that all pupils in the primary school fulfil their academic potential
- To ensure that all pupils have access to an excellent curriculum and that they experience learning of the highest quality
- To ensure that pupil progress is tracked and monitored, and appropriate interventions are put in place when needed
- To fully support the pastoral and personal development objectives of the school
- To appoint teachers of the highest calibre
- To provide appropriate challenge and support ensuring all staff members realise their potential
- To support the effective marketing of the primary school, internally and externally
- To plan and execute an evidence based primary school development plan
- To contribute to the whole school aims by taking an active role in the whole school leadership team

The Head of Primary will assist the Headteacher with or lead the following:

### **Leadership**

1. Support the Headteacher in providing a clear vision and direction for the development of the school
2. Contribute to the strategic direction of the Primary School via the SDP
3. Support primary coordinators to develop detailed action plans and execute them with quality
4. Lead one aspect of the whole school development plan
5. Contribute significantly to policy development and organisation by playing a leading role in the preparation, implementation and monitoring of the SDP
6. Assume responsibility for the leadership and management of the school in the absence of the Headteacher
7. Be a strong advocate for change, and champion school improvement
8. Convey a positive “can do” attitude, motivate and inspire staff, and present a ‘united front’ to secure successful outcomes for school initiatives
9. Establish good relationships, encourage good working practices and support and lead teachers
10. Plan, organise and chair staff meetings as appropriate in order to ensure school policies and practices are being implemented

### **Teaching and Learning**

1. Lead by example as a teacher and as a manager, setting appropriate expectations for staff and pupils in relation to standards of pupils’ achievements and the quality of teaching; establishing clear targets for improving and sustaining pupils’ achievement
2. Review long term curriculum plans to ensure pupils access a range of learning experiences that observe progression and challenge
3. Work with the Senior Leadership Team to ensure effective transition arrangements between stages to ensure continuity and progression for all pupils
4. Take overall responsibility for the pastoral and academic care of all primary pupils

**Standards and Quality Assurance**

1. Monitor the quality of teaching and learning in the primary school, in line with school policy, including formal lesson observations and classroom visits, monitoring of short and medium term planning, assessments, records and scrutiny of pupils' work
2. Support and mentor staff as needed or requested by them
3. Support all members of staff to meet their professional development targets
4. Support the aims and ethos of the school as outlined in the BSF Charter
5. Uphold the school's behaviour code and uniform regulations

**People and relationships**

1. Sustain effective, positive working relationships with all staff, pupils, parents and the local community
2. Contribute significantly to the marketing of the school and induction of families and staff into/out of BSN
3. Encourage moral and spiritual growth and cultural and social responsibility amongst pupils
4. Set a good example in terms of dress, positive attitude, punctuality and attendance
5. Develop strong links with schools in Navarra, BSF, nationally and Internationally

**Human and material resources and their development and deployment**

1. Lead aspects of the professional development of all staff through example, coaching, peer support and target setting
2. Contribute to the audit of staff development and training needs, and the provision of effective INSET
3. Lead aspects of support and training of new middle leaders, PGCE teachers, and lead aspects of school training
4. Assist with the recruitment of new staff
5. Support the Headteacher to manage the budgets for teaching materials and CPD
6. Support the establishment of priorities for expenditure across the whole school and within departments
7. Plan for and manage the resources allocated to you effectively to gain maximum benefits for pupil progress and achievement
8. Ensure the maintenance of a structured environment for effective teaching and learning, for good behaviour and discipline and for pupils' spiritual, moral, social and cultural development

The British School of Navarra

Signed:

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Headmaster

Adam Johnson

Date:

The Employee

Signed:

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Date: