



**Title:** Head Teacher - Junior Phase

**Team:** Senior Management Team

**Responsible To:** Principal

**Job Summary:**

As Head Teacher of the Junior Phase, you will play a strategic role in the continued development of both the phase and the school. As well as leading your own team, you will also work closely with the whole school principal and the head teachers of the other four phases of the school to provide exceptional quality of provision and drive continued improvements.

**Key areas of responsibility**

- Provide exceptional strategic leadership for the Junior Phase through the continued development, implementation and review of strategic goals and action plans that both address the identified areas for development at a phase level and align with whole school priorities.
- Assume responsibility for academic excellence across the Junior Phase, ensuring the quality of the curriculum offered as well as standards of teaching and learning, and leading the drive to continually improve attainment and progress throughout the phase.
- Lead on staff recruitment, retention, induction, development and performance management within the Junior Phase, fostering a supportive and collaborative environment focused on high performance.
- Oversee all aspects of provision relevant to pastoral care, wellbeing and safeguarding within the Junior Phase, including the continued development of best practice and ensuring alignment to all statutory requirements and updates as applicable.
- Take the lead on ensuring excellence in all matters of communication and external relations, ensuring high quality stakeholder relationships that support the continued development and further enhancement of the Junior Phase.
- Ensure that continued improvement and innovation are at the forefront of thinking and developments within the phase, promoting a culture of collaboration, professional learning and enquiry-based approaches to both enhancing provision in the Junior Phase and contributing to whole school improvements.
- Oversee all commercial and operational matters relevant to the Junior Phase, ensuring effectiveness and efficiency in all areas, including working collaboratively with non-academic colleagues.
- Lead the Junior Phase team in relation to all matters of admissions, re-registration, marketing and public relations.

**Strategic Leadership**

- Development and implementation of a comprehensive strategic vision and corresponding action plan for the Junior Phase that also aligns with the strategy and vision of the school.
  - The strategy should encompass: curriculum development, staff development, assessment strategies, resources, pastoral care, admissions and re-registration strategies.
  - Presentation of the final strategy to the Senior Management Team.



- Leading the Junior Phase Leadership Team in monitoring & reviewing the performance of the strategy for the phase and developing strategies for implementation or adaptation based on data and feedback.
- Championing any whole-school responsibility of this role assigned by the Principal or the Senior Management Team.

#### **Academic Excellence**

- Collaborating with the Assistant Head Teacher - Academic to ensure the alignment of the curriculum with the requirements of the National Curriculum of England and the national curriculum requirements in Kuwait for Arabic and Islamic Studies.
- Ensure teaching and learning against those curricula meets the expected standard of school policies and best/modern practices. Ensure teachers understand the expectation for curriculum delivery, assessment and differentiation.
- Drive required improvement and innovation, where required, following the commission and evaluation of curriculum audits.
  - Ensure robust and consistent assessment practices are implemented across the phase, aligning with the National Curriculum of England framework as well as modern best practices and the school's ethos, vision and expectations.
- Overseeing the analysis of student data, including standardised tests (NFER) and internal assessments to ensure students are making the best possible progress. Identify trends, strengths and areas for improvement in student performance that may require strategies for individual and group interventions.
- Use data to inform curriculum development, teaching approaches and resource allocation. Communicating assessment data effectively to teachers, parents and leadership teams.

#### **Staff & Team Leadership**

- Assist in the recruitment (screening, interviewing and selection) and induction of new teachers.
- Conduct lesson observations and performance appraisals of teachers and team members, providing feedback and facilitating development.
- Foster a collaborative and supportive team environment, encouraging knowledge sharing and peer mentoring.
- Address performance concerns of staff through established procedures, ensuring fairness and equity.
- Organisation, delegation and clear communication in ensuring a positive workload balance that also promotes staff work-life balance and wellbeing.

#### **Student Wellbeing, Pastoral Care & Safeguarding**

- Championing a safe, inclusive and nurturing environment for all students in the phase.
- Overseeing the implementation of a clear framework for addressing issues such as bullying, behaviour management and safeguarding concerns. Ensuring the fair and equitable implementation of the pastoral care system, including student wellbeing programs and interventions.
- Working closely with the pastoral care team, parents and the student social worker at the Ministry of Education - when relevant, to ensure appropriate support for students with additional needs or vulnerabilities.



- Monitor and analyse data on student wellbeing to identify trends in order to implement any relevant initiatives.
- Ensuring adherence to all relevant educational policies, standards and safeguarding regulations.
- Leading or participating in regular safeguarding audits, reviews and self-assessments, taking corrective actions where necessary.
- Staying up to date with changes in regulations, policies and best practice, adapting practices accordingly.
- Leading the continuous development of comprehensive strategies and best practices in the support of smooth transition of students from Year 2 into Year 3 and from Year 5 into Year 6. This also involves the organisation of relevant parent meetings and individual student meetings necessary for guidance.

#### **Parent/Family Relations and Communication**

- Building and maintaining strong relationships with parents and carers through regular communication, meetings and events.
- Representing the Junior Phase and The British School of Kuwait at school events, meetings and conferences.
- Contributing to the wider school community, participating in initiatives and promoting a positive school ethos.
- Resolving escalated student welfare concerns in a firm, fair and compassionate manner, employing strong leadership and diplomacy to de-escalate tense situations. Collaborate with the pastoral care team to understand the nuances of any case that escalates to the Head Teacher and formulate appropriate solutions, prioritising the well-being of students involved.
- Utilising effective communication and conflict resolution skills to build trust and understanding with students, parents and staff. Strive to resolve complex cases within the phase, minimising the need for further escalation to the Principal, School Director, NAE Group or the Ministry of Education, ensuring actions and decisions align with legal and ethical frameworks.

#### **Innovation, Improvement & Development**

- Promoting innovation within the phase's leadership team and amongst secondary teachers. Championing innovative ideas, teaching methods and approaches through the encouragement of technology use and evidence-based practices.
- Fostering a culture of research, reflection and the promotion of continuous improvement and best practice sharing.
- Driving a culture of life-long learners amongst the leadership team and primary teachers. Promote Continuous Professional Development (CPD) courses and nurture a culture of ownership and autonomous self-starters alongside accountability.

#### **Finance and Budget Management**

- Overseeing the management of Junior Phase budgets in a manner that promotes effectiveness and efficiency, ensuring we are maximising the value we get from investments to resources, programs, courses, facilities etc.
- Working with other colleagues in the strategic and operational management teams to ensure the correct planning and provisioning of adequate budget allocation for the following year, including any new bids for additional resources or special projects/initiatives.



- Strong management of budget that sees careful justification on reported expenditure and demonstrable value obtained from decisions of such allocations.

**Admissions, Re-registration & Marketing**

- Overseeing the effective and efficient management of the phase's registration and re-registration processes, adhering to the normal school admission & re-registration procedures and collaborating with the admissions team on any proposed improvements.
- Collaborating with the admissions and marketing teams to develop and implement strategies for expanding the attraction and enrolment of new high-quality students and maximising the initial enquiries pipeline.
- Conducting or participating in relevant school events that promote the Junior Phase, showcasing the strengths of the school and the phase and attracting prospective parents and families or further strengthening the confidence of our existing parents.
- Overseeing the effective and equitable management of waitlists and appeal requests for admission decisions, ensuring a transparent and fair process.