



## **Assistant Head of Primary Years (Student Enrichment)**

### **Job Description**

The Assistant Head of Primary Years (Student Enrichment) is a key member of the Primary Leadership Team and will lead on all aspects of responsibility for academic, social, and emotional development of Primary Years students including implementing, coordinating, leading and ensuring effective curriculum planning, learning and teaching, assessment and well-being protocols.

They will take responsibility for overseeing the provision of high-quality well-being policy and protocol, assuming responsibility for the enrichment and achievement of student life for the Primary School in Lower and Upper Primary School.

He/She should always conduct themselves in an appropriate professional manner to support and foster the aims and ethos of ISM.

### **Safeguarding Statement**

All staff working at ISM will have some contact with children and will therefore be in regulated activity. Staff with teaching duties will be responsible for the students that they teach and may also have additional specific pastoral or other responsibilities for other students they do not teach. In addition, all staff will regularly interact with students who may seek assistance or otherwise interact with them whilst moving around the school. In all cases, the post holder's responsibility for promoting and safeguarding the welfare of the students is to adhere to and always ensure compliance with the school's safeguarding policies and procedures.

The post holder is required to declare all convictions and cautions (including those which are "spent") to assess their suitability to work with children. ISM is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder must be willing to undergo child protection screening, including checks with past employers and provide police clearance checks.

## **Main Duties and Responsibilities**

### **Strategic Direction & Development: Student Enrichment**

- To lead the strategic development of the student enrichment programme through work with the Primary Leadership Team and teaching staff, reviewing current provision, ensuring that national and local initiatives are incorporated appropriately
- To provide guidance and support for staff in implementing PSHE and Global Citizenship as part of a trans-disciplinary approach
- Develop the Student Enrichment programme to continue to ensure students have an age-appropriate understanding of healthy relationships and their role as global citizens
- To work closely with the Head of Primary and SLT in all matters concerning the policies of the school and its strategic development, including the focus on equality and diversity
- To be responsible for the development and review of school policies relating to student enrichment, and contribute to the School Development Plan
- Lead and organise the Student Council to further establish Student Voice and identify opportunities for students to have a greater impact on the development of the school
- Seek ways to further establish ISM as an 'Eco-School' and empower our students to improve our environment
- To provide advice and guidance and prepare reports as required to the relevant Governors Committees
- Regularly engage with current research and disseminate to staff to ensure the School remains at the forefront of exceptional personal development provision
- Organise a weekly Assembly Rota that promotes ISM values
- Promote a culture of healthy living among students so that they know how to eat healthily, maintain an active lifestyle and keep physically and mentally healthy.

### **Enrichment & Extracurricular:**

- To be responsible for the staffing of all extra-curricular activities as well as for their quality and to manage the appointment and subsequent supervision of specialist staff and outside agencies
- To support the extra-curricular programme to engage students of all abilities and enable their talents and interests to blossom
- Ensure there is strong take-up by students of the extracurricular and enrichment opportunities provided
- Ensure there are opportunities for students to develop their talents and interests
- Promote the delivery of extracurricular trips ensuring a broad and varied range of opportunities are available and accessible by all

- Develop systems to engage students in the learning process and further promote the value of student voice in advancing teaching and learning practice

### **External Links & Further Responsibilities**

- Maintain the School's current international and local community links and identify opportunities for this to be further developed
- Oversee and coordinate charitable activities for the school
- Be responsible for the effective monitoring of curriculum Health & Safety and work with the Site Manager to maintain the exemplary standards currently set across the school

### **Direction**

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- Communicating the school's vision compellingly and supporting the Head of Primary's strategic leadership
- Formulating the aims and objectives of the school
- Establishing and overseeing policies to ensure consistency and high standards
- Monitoring progress towards the achievement of the school's aims and objectives
- Managing staff and resources to ensure high consistency and standards
- Develop school improvement through self-study for school inspection and authorisation processes i.e. IB, CIS
- Develop and implement policies and practices reflecting the school's commitment to high standards i.e. IB, CIS
- Share expertise and bring positive benefits to the school by working with outside agencies and stakeholders including other schools and organisations
- Support the review and implementation of subject development

### **Well-being, Enrichment and School Culture:**

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- To provide strategic and operational leadership for the School's Student Enrichment programme
- To be a strategic lead on PSHE, Global Citizenship and Enrichment activities in the curriculum
- To oversee and develop the educational value and benefit of the co-curriculum across the following key areas:
  - Sport: to ensure that the programme of sports available adds further value through raising the aspiration of student and generating a sense of community and identity throughout the school
  - Creative Arts, Drama and Music: to ensure a varied programme of concerts, productions and exhibitions, as well as smaller-scale recitals and events
  - House system: to ensure there is a variety of events and competitions suitable for all year groups throughout the year

- Clubs and societies, community events and partnerships: to build on the already broad range of activities and clubs so that, where possible, all interests and passions are catered for, and that they fulfil the ambitions of a broad-ranging education to include cerebral societies such as debating, Mini MUN, Young Duke etc.
- To ensure that the range of extracurricular opportunities is world-class and that uptake by students is exceptional in order for students to develop their talents and interests
- To promote educational visits and trips ensuring accessibility for all
- To identify opportunities to further promote diversity and further enrich cultural capital
- To lead and organise Student Council to further establish student voice to increase the impact of students on the development of the school
- To promote ISM values, engaging students with different perspectives and diversity to create global citizens
- To have oversight of Health & Safety for the curriculum
- To lead assemblies and support various occasions/functions
- Establish and implement whole-school systems for student enrichment and inclusion
- Provide staff with training and support so they can play a part in enhancing students' personal development
- Support new staff with understanding, policies and procedures for student enrichment
- Develop and expand range of opportunities for enrichment, students' leadership and ambition
- Collaborate as part of school's leadership team to support student transition from Early Years to Primary Years and Primary Years to Secondary School

## Logistics

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- Support the Assistant Head Well-being establish and oversee systems, processes, and policies so the school can operate effectively
- Allocate resources appropriately, efficiently, and effectively
- To plan and oversee the school's co-curricular calendar with the PLT liaising with a range of staff on the planning and scheduling of key events
- Ensure clear communication and understanding of all school events in advance to the Primary School community
- Support the organisation and logistics of whole school and primary specific events

## Teaching and Learning

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- Support the PYP coordinator in developing a shared understanding and vision for outstanding teaching and learning, with a particular focus on student enrichment, global citizenship and PSHE
- Coordinate regular community assemblies as a platform for promoting students learning and appreciating student action
- Have ambitious expectations for all students who present barriers to learning

## Assessment Support

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- Work in collaboration with the leadership team to implement an assessment policy reflecting expectations of the enrichment program
- Work with the leadership team to analyse and synthesise progress and attainment data related to student enrichment

## Staff Management and Professional Development

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- Ensure a culture of staff professionalism
- Performance manage middle leaders, including carrying out appraisals and holding staff to account to their performance
- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs.

## Key Relationships

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- **Internal:** Teachers, IB curriculum coordinators, subject coordinators, heads of years, Assistant Heads, PLT, SLT, Director
- **External:** Parents, King's College, IBO, other IB schools

This job description is subject to annual review by the Head of Primary Years, in liaison with the post holder to ensure that it is kept up to date and relevant.

Any changes in substance or interpretation will be implemented after consultation with the post holder.

January 2024