A'soud Global School
Muscat, Oman.

Job Description

Post Title:	Head of Early Years and Primary
Responsible to:	Headmaster
Start date:	September 2019 or earlier if possible
Total Salary Package:	Highly Competitive and TAX FREE
Benefits included:	Accommodation Allowance, Cost of Living Allowance, Annual Flight Allowance, Medical Cover, End of Contract Gratuity.
Key Areas of Responsibility	The postholder will be a member of the School's Senior Management Team. The Head of Early Years and Primary will be directly responsible for the day to day management of KG1 to Grade 5. The Head of Early Years and Primary will work alongside the Headmaster to improve the quality of teaching and learning and outcomes for pupils in the school. In addition to the core tasks, the Head of Early Years and Primary will be willing to undertake specific tasks across the whole school and work with other senior staff across the whole school. Specifically the role will be: 1. To work with the Headmaster to establish the vision and values which enable educational excellence across the Early Years and Primary phase. 2. To develop highly effective leadership across the school 3. To ensure efficient management of all resources and services 4. To establish a vision with the Headmaster which promotes excellence and success, developing effective partnerships with pupils, parent, the wider community and other key stakeholders 5. To lead and motivate the staff and pupils, setting clear goals and aspirations for all 6. To establish and monitor clear lines of accountability and responsibility 7. To establish clear performance measures for the school and the staff 8. To ensure the effective day to day management of the school 9. To ensure excellent pastoral support and care for all pupils, staff and members of the community. 10. To work closely with the Headmaster to ensure that there is a consistent approach and the implementation of high standards
1. Vision and values	1. Work with the Headmaster and Senior Team to articulate clear vision and values for the school community. Work with the Headmaster in ensuring that the values and ethos of AGS are embedded in the operational life of the whole school. 2. Work with all stakeholders in the school community to engage and develop the vision of the school as a growing school community.

2. Leadership	1. Coach and model excellent leadership behaviours
	2. Develop leaders at all levels to ensure pupils make strong progress the school and in all subject areas
	3. Carefully plan school improvement activities that develops staff at all levels and maximises skills and expertise
	4. Ensure that there are effective lines of accountability in the school and that pupils make strong progress through the use of effective appraisal and professional development
	5. Plan effectively for development of the curriculum as the school expands
	6. Work with the Headmaster to monitor the effectiveness of provision and the impact on pupil outcomes
	7. Develop effective school improvement activities and develop the vision of the school in improving outcomes for pupils
	8. Develop an effective model of succession planning where staff are empowered to take greater responsibility for pupil outcomes as the school expands
	9. Through regular appraisal, ensure all staff are enabled to meet the expectations of professional standards set in the school.
	10. Through professional development opportunities across the school, appraisal and effective working relationships, enable all staff to make a greater impact on pupil outcomes
3. Governance	1. Work with and advise the Governing Body on the vision and the school development plan
	2. Keep governors regularly informed about the progress of pupils and progress towards targets set in the school
	3. Work alongside governors to secure strong governance in the school.
	4. Take an active role in governor development and recruitment
5. Quality of teaching and learning and pupil outcomes	1. Ensure that professional development is effective in improving the quality of teaching and learning across the school
	2. Ensure that all support is well managed and developed in partnership with senior leaders in the Trust
	3. Develop an ethos where staff are regularly reviewing and developing provision and where staff are keen to receive feedback and develop their own practice
	4. Establish an enriched curriculum framework across the school, which inspires and motivates all pupils to achieve exceptionally well and is in line with the vision of the School
	5. Monitor the effectiveness of the curriculum and its impact on pupil outcomes
	6. Establish an ethos that enables pupils to develop confidence and resilience and which enables them to become engaged, aspirational learners
	7. Establish high expectations for professional learning and behaviours across the School
6. Communication	1. Establish effective levels of communication between staff, governors, parents, wider community and the School
	2. Develop effective systems and processes to improve the overall effectiveness of the school and the quality of education
	3. Establish a strong reputation within the school community with all stakeholders
7. Partnership	1. Provide opportunities to share effective practice
	2. Ensure that staff attend relevant training and development
	3. Ensure that the cycle of monitoring and evaluation is followed effectively.

8.	Manage resources effectively in the school	1. Work with Headmaster and Finance Team to establish an effective budget. 2. Ensure that effective deployment and recruitment of staff helps all pupils to make strong progress. 3. Ensure that curriculum resources are used effectively to support learning. 4. Work with site staff to ensure that the physical environment is well maintained and is an inspirational learning environment.
9.	Safeguarding and pupil wellbeing	1. Implement and monitor the School's Safeguarding Policy, ensuring that all the statutory requirements are met and that the highest value is placed on pupil safety. 2. To be responsible for ensuring compliance with the School's health and safety policies. 3. Provide a safe, calm and well-ordered environment for all pupils and staff. 4. Ensure that pupils demonstrate exemplary behaviour at all times.

This job description is intended to be a broad outline of duties and is not intended to be exhaustive. The post holder will be expected to take on other duties and responsibilities commensurate with the grade of the post as directed by the Headmaster.

Person Specification

Area	Essential	Desirable	How assessed
Qualifications and Personal			
Qualified Teacher Status	✓		Application
Degree or equivalent	✓		Application
NPQH		✓	Application
Evidence of other further professional development in preparation for senior management	✓		Application
Experience			
At least eight years successful teaching in the Primary year age range and a minimum of three years senior management experience	✓		Application
Successful experience as a Head, Deputy or Assistant Head in improving outcomes of all pupils across the ability range.	✓		Application
Successful experience of working in a school with significant numbers of pupils with English as a second or additional language.		✓	Application
Successful experience of the promotion of high standards of behaviour and safety and a positive ethos in a school.	✓		Application and interview
Successful experience of developing, monitoring and evaluating the curriculum so it is matched to pupil needs and leads to improved outcomes.	✓		Application and interview
Experience of working in collaboration with a group of schools, secondary partnerships or in a multi academy trust.		✓	Application
Experience of working overseas and/or in the independent, fee paying sector.		✓	Application
Qualities and Knowledge			
Ability to articulate values and moral purpose, focused on providing high quality education for all pupils.	✓		Application and interview
Demonstrates optimistic behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, governors and members of the local community.	✓		Application and interview
Lead by example with integrity, creativity, resilience and clarity drawing experience and expertise and skills of others.	✓		Interview
Understand the current educational landscape and development and pursue professional development.	✓		Application
Able to demonstrate sensitivity to cultural differences	✓		Application and interview

	Essential	Desirable	Assessment
Have a clear understanding of budget creation and monitoring.		✓	Application
Pupils and Staff			
Set high expectations for pupils and staff through effective levels of accountability	✓		Application and interview
Secure strong teaching and learning	✓		Application and interview
Create a supportive working ethos	✓		Application
Develop leaders through succession planning		✓	Application
Systems and Processes			
Systems and processes are effective in ensuring that the school is well organised and enables effective communication.		✓	Application
Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.	✓		Application and interview
Developing strong governance		✓	Application and interview
Effective in developing curriculum led planning that enables strong pupil outcomes	✓		Application
Distribute leadership throughout the school, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.	✓		Application and interview
The self-improving school system			
Able to create an outward-facing school which champions best practice and secures excellent outcomes for all pupils.		✓	Application
Develop effective relationships with professionals and colleagues in other public services to improve academic and social outcomes for all pupils.	✓		Application and interview
Challenge educational practices in the best interests of achieving excellence.	✓		Application and interview
Shape the quality of the teaching profession through high quality training and sustained professional development for all staff.	✓		Application
Model innovative approaches to school improvement and leadership.		✓	Application
Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education.	✓		Application and interview