

## JOB SPECIFICATION

NLCS Dubai believes that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities.

The School is committed to safeguarding and promoting the welfare of children and young people. The School expects all teaching staff, non-teaching staff and volunteers to share and uphold this commitment.

The Head of Lower School will report directly to the Deputy Head of Junior School. He / she will be responsible for the day to day running of the Lower School, helping to build a high-quality team of teaching staff and establishing and developing a culture of excellence. The successful candidate will ensure that the progress of all children in the Lower School, irrespective of academic ability, is the main focus.

He/ she will develop a strategic view for the curriculum in the Lower School, which supports the vision, ethos and policies of the whole school. The appointee will support the creation and implementation of the school development plan, and will use management data effectively to manage standards across the Lower School.

Position/Job Title:	Head of Lower School
Classification:	Junior School
Reporting to:	Deputy Head of Junior School
Professional qualifications:	<ul style="list-style-type: none"> <li>• Teaching qualification /QTS</li> <li>• Higher degree</li> <li>• Strong knowledge of National Curriculum and experience with the PYP programme (desirable)</li> </ul>
Professional experience:	<ul style="list-style-type: none"> <li>• Recent experience of managing students from a variety of cultures</li> <li>• Demonstrated knowledge of and vision for the future of educational practice</li> <li>• A track record of working productively and collaboratively as part of a leadership team to achieve strategic and shared goals</li> <li>• Experience of the PYP curriculum (desirable)</li> <li>• Proven experience in supporting teachers to deliver curriculum experiences that reflect differentiated learning</li> <li>• Comprehensive knowledge and understanding of the National Curriculum/IB framework</li> <li>• Leadership and courage to introduce and manage change and innovation in learning and care</li> <li>• School administration/leadership experience at Primary level</li> <li>• Passionate about the unique needs of learners in the Primary School</li> </ul>

<p>Personal qualities and skills:</p>	<ul style="list-style-type: none"> <li>• The ability to remain calm and sensible under pressure and in a crisis</li> <li>• Persuasive communication skills</li> <li>• Flexible, inclusive and pragmatic management styles</li> <li>• High level interpersonal skills</li> <li>• Articulate and a strong communicator, confident in meeting and communicating with others</li> <li>• Excellent English</li> <li>• The ability to show empathy</li> <li>• Imagination and vision</li> <li>• Energy, stamina and a sense of humour</li> <li>• Ability to adapt and multi-task</li> <li>• Knowledge of additional languages (especially Arabic) would be an advantage.</li> </ul>
<p>Duties &amp; responsibilities:</p>	<p><b>CORE RESPONSIBILITIES OF THE POST</b></p> <ul style="list-style-type: none"> <li>• Implement the School’s vision, aims, policies and ethos</li> <li>• Be responsible for effective communication across the Lower School</li> <li>• Support the Deputy Head of Junior School to improve teaching and learning</li> <li>• Assist colleagues in the planning and delivery of the curriculum</li> <li>• Work closely with grade leaders and manage them in their role</li> <li>• Oversee the processes for assessing, monitoring and evaluating student performance</li> <li>• Ensure the professionalism of staff in alignment with the School</li> <li>• Establish and maintain appropriate operational frameworks to support daily routine and to achieve planned objectives</li> <li>• Monitor the development of efficient processes and procedures to deliver administrative functions to meet the needs of the Junior School community</li> <li>• Actively promote the School to prospective students and their families</li> <li>• Utilise and refine systems and protocols to ensure effective communication with current students and their parents, recognising the diversity of backgrounds and needs</li> <li>• To supervise and be accountable for all matters relating to pastoral care within the department and to create constructive links with the PSPE programme</li> <li>• To advise the Principal and Head of Junior School and other members of the senior management on general issues concerning children of the Lower School, and to investigate the background to individual cases that have given cause for concern</li> <li>• To ensure that effective policies and procedures are in place with regards to Child Protection and Bullying, and to regularly monitor this</li> <li>• To encourage student participation in School life</li> <li>• To provide induction for new students</li> <li>• To ensure the physical and mental well-being of the students</li> <li>• To ensure that the assessment, recording and reporting of student progress is managed in accordance with School Policy</li> </ul>

	<ul style="list-style-type: none"> <li>• To monitor and be aware of the behaviour of the students in the Lower School</li> <li>• To monitor the progress of individual students in terms of academic achievement within the Lower School, in consultation with the Deputy Head.</li> </ul>
Safeguarding:	<ul style="list-style-type: none"> <li>• Bringing to the immediate attention of the designated safeguarding lead and the Principal any significant pastoral matters, including any safeguarding concerns</li> <li>• Abide by the school safeguarding policy and keep abreast of any changes</li> </ul>

*As with all posts, the Principal will reserve the right to vary the precise responsibilities should needs change and opportunities arise.*