

HEAD OF PRIMARY JOB DESCRIPTION

LOCATION	Dubai
JOB PURPOSE	To offer leadership, inspiration, guidance and strategic vision; to manage the day-to-day routines of the Primary School; to play a major role in the strategic direction of the whole school and to work effectively as a key member of the School Leadership Team. To embrace change in order to improve student learning and engagement.
REPORTING TO	School Principal
DIRECT REPORTS	
OTHER KEY RELATIONSHIP	Staff members, parents, students, visitors and other key stakeholders.

KEY RESULT AREA	
Philosophy <ul style="list-style-type: none"> To promote and be a personal and professional ambassador for Nord Anglia Education and NAS Dubai Please refer to Annexure 1 	
Learning and Teaching <ul style="list-style-type: none"> To monitor and raise academic standards of teaching and learning across the Primary school. To act as a positive role model, to promote teamwork and to motivate staff to ensure high quality teaching and learning. To provide visionary leadership for outstanding learning through constructivist, inquiry-based pedagogy. To keep up to date with international pedagogy in all curriculum areas, including the Nord Anglia University platform. To lead curriculum development throughout the Primary School to ensure the delivery and regular review of an appropriate, challenging and stimulating academic and co-curricular programme. To maximise our links with Juilliard (for our Performing Arts curriculum), MIT (for our STEAM curriculum) and UNICEF (humanities curriculum) as well as the Nord Anglia Global Campus. To apply an understanding of modern, contemporary and effective learning environments. To oversee the management of student leadership and well-being in the Primary School. To provide active leadership in the continued development of the effective use of technology within the classroom to enhance and support teaching and learning. To create and foster school spirit, nurturing a positive and healthy learning environment, conducive to learning and mutual respect. 	

Student Performance

- To oversee the process of tracking pupil progress and attainment, including setting of academic targets for Primary students.
- To monitor and evaluate academic standards at all levels in the Primary School in line with agreed School procedures, including bench-marking against other schools, and against international standards.
- To manage the analysis and evaluation of academic and social progress, using data as relevant to the Primary school.
- To identify and take appropriate action on issue arising from data, systems, and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To assist with the management of the School's collection of data, particularly where it relates to the development of students at Primary level, in conjunction with the School Leadership Team and other colleagues.

Performance Management

- To inspire and guide all staff to the highest levels of performance.
- To provide regular and constructive feedback to all Primary Teachers and Middle Leaders, leading to increased student performance and enhanced student learning.
- To lead the Performance Management process.
- To act as coach and/or mentor to others in order to build leadership capacity for individuals and the School.
- To assist in the recruitment of Primary staff and to participate in the decision making of contract renewal.
- To be responsible for providing effective induction for all new Primary staff.

Professional Learning

- To work with the Principal and the Professional Development Leads to ensure that the culture of a modern Professional Learning Community is fostered, in which individual teachers take responsibility for their own learning and development.
- To establish links with other schools, both international and local, within and beyond the Nord Anglia family to develop opportunities to share and disseminate good practice.
- To promote the Nord Anglia Global Campus to increase interaction with students in other Nord Anglia Educational schools.
- To promote the Nord Anglia University to increase interaction with staff in other Nord Anglia Education schools.
- To promote the use of technology as a tool for high quality professional learning.

Administration

- To Deputise for the School Principal as appropriate.
- To work with the School Principal, the Head of Secondary and the Whole School Leadership Team to formulate strategic direction and create a vision for the whole school.
- To play an active role in the creation and review of the annual SEF and SIP.

<ul style="list-style-type: none"> • To prepare for annual inspection by KHDA and lead the Primary team through the process, including Inspection week itself. • To participate (with the Head of Secondary and others) in the planning and implementation of an appropriate and effective whole school annual calendar as well as the short term 'Week at A Glance'. • To participate (with the Head of Secondary and others) in the planning and implementation of an appropriate and effective school timetable focused on the needs of students, maximizing staffing needs across the whole school. • To provide comprehensive information on the Primary School's curricular and co-curricular programmes, its philosophy, aims and requirements to staff, students, parents and other stakeholders. • To work closely with the Head of Secondary to ensure smooth transition of students from Primary to Secondary and to ensure the smooth running of the whole school. • To work with the Principal, Finance Manager and Head of Administration to prepare and manage the Primary School budget. • To act as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records. • To work with the Director of Admissions and Marketing to retain and grow student numbers. • To ensure that the teaching commitments of the Primary School staff are effectively and efficiently time-tabled and accommodated. • To monitor student attendance, ensuring that follow-up procedures are adhered to and appropriate action taken where necessary. 	
Communication <ul style="list-style-type: none"> • To monitor and evaluate the effectiveness of communication relating to the Primary School with parents, including parents' conferences, reports, the use of the website & app, and all other informal means of communication such as social networks etc. • To oversee the regular review of publications relevant to the Primary School eg Parent Handbooks, Year Group Overviews, EYFS Prospectus. • To contribute to the publication of a weekly Newsletter. 	
Marketing <ul style="list-style-type: none"> • To work with the Admissions and Marketing team to retain and grow student numbers. • To contribute to all School marketing and liaison activities, including Open Days, and other events. • To ensure that all materials relating to the Primary School published to parents and pupils are appropriate and of good quality, in line with the Nord Anglia brand. 	
PERSONAL SPECIFICATIONS – Skills Knowledge and Experience	
<ul style="list-style-type: none"> • Qualified teacher with a minimum of five year's international teaching experience 	Essential
<ul style="list-style-type: none"> • Evidence of continuous professional development and commitment to further professional development 	Essential
<ul style="list-style-type: none"> • Demonstrate an understanding of the theory of effective teaching and learning and school improvement 	Essential
<ul style="list-style-type: none"> • Effective budget management 	Essential
<ul style="list-style-type: none"> • Managing, leading and developing team and individual performance 	

<ul style="list-style-type: none"> • Experience as a Head of Primary in an International School • Lead and inspire a team to promote the aims and objectives of the school and Nord Anglia Education • Utilise resources effectively to ensure that the teaching commitments of the Primary School are effectively and efficiently managed • Develop strong relationships within local communities and the wider Nord Anglia Education community • Communicate effectively (both written and verbal) to a variety of audiences and influence a wide range of stakeholders • Reliable with an attention to detail and a commitment to quality • Utilise IT effectively • An innovator with a willingness to embrace change • Excellent organisational, interpersonal and time-management skills 	<p>Essential Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential Essential Essential Essential</p>
<ul style="list-style-type: none"> • Masters Degree in Educational Leadership • Evidence of creating innovative ways of promoting a CPD environment • Timetable construction at Primary level 	<p>Desirable Desirable Desirable</p>
Personal Attributes	
<ul style="list-style-type: none"> • High levels of personal integrity • Conscientious and able to focus on completing work to a consistently high standard • Flexible and positive approach to work • Excellent organisational and time-management skills; high attention to detail • Ability to work to tight deadlines and able to prompt others to ensure deadlines are achieved • Adaptable to working in a fast paced ever changing environment • Ability to work under pressure and remain calm • Proactive and willingness to take on multiple tasks • Self-motivated and enthusiastic • Ability to work independently • Must be a team player, willing to help and be flexible • Continually strive for improvement 	
Other	
<ul style="list-style-type: none"> • Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK. • Compliance with visa requirements for working in UAE. • A commitment to safeguarding and promoting the welfare of all pupils. And the willingness to undertake appropriate child protection training when required 	

Annexure 1

School Mission

Everyone at NAS Dubai believes that there are no limits to what we can achieve for ourselves and for others.

Nord Anglia Education Vision

- *We empower our students to achieve better ACADEMIC OUTCOMES than they could in other schools*
- *We enable a GLOBALLY CONNECTED family of students to collaborate without limits*
- *We nurture WELLBEING RESILIENCE and PURPOSE in every member of our global family*
- *We foster CREATIVITY through incomparable learning experiences in and out of school*

The definition of learning at Nord Anglia International School Dubai

Our learning journeys embrace the NAE Education vision with traditional foundations that are strengthened by local and international perspectives: balancing rigorous academic inquiry with creativity and wellbeing. Children are always placed first, growing their learner profiles in our diverse global community to become adaptable lifelong learners.

Nord Anglia International School Values Statement

We are committed to the seventeen sustainable development goals that were established by the United Nations as the blueprint to achieve a better and more sustainable future for all.
We understand how we support the vision for the United Arab Emirates launched by H.H. Sheikh Mohammed bin Rashid Al Maktoum and believe that diversity is our community resource, inclusion is our community process and inclusiveness is our community outcome.

Equality, Diversity and Inclusion in Dubai and the UK Equal Opportunities Act of 2020

Pertinent to the detail of some of the BSO standards it should be understood how NAS Dubai is also compliant with the laws and regulations as well as cultural expectations of Dubai and the United Arab Emirates. In qualifying how we meet this standard we recognise that in some respects it can only be partly met as the 'local requirements of the country take precedence'.

We are fully committed to inclusion within the context of Dubai and understand the specifics of the commitment that Dubai upholds to equality, diversity and inclusion that are mostly but not fully aligned to the UK Equality Act of 2010.