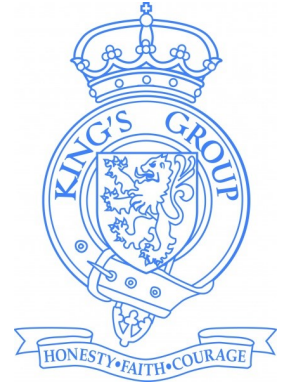


King's College Alicante

British School of Alicante



JDBSA10Job Description

Head of Primary

Background

The original King's College, Madrid (in Soto de Viñuelas) was founded over 40 years ago in 1969. Further King's schools opened up in both Madrid (King's Infant School, King's College School La Moraleja) and outside Madrid (Alicante and Murcia) as well as in the UK, St. Michael's College in Tenbury Wells. The newest addition in Panama opened in September 2012.

King's College, Alicante

The school opened in 2000 as part of the British Council and was subsequently taken over by a group of founding parents. King's Group became involved with the school in 2003 in an advisory and regulatory context, and the school became a full member of the King's Group in 2010.

The school is three-form entry in the Early Years and Primary, moving into Secondary where there are a mixture of 2 form and 3 form cohorts. The school is very popular and has a growing reputation internationally. The overall roll is expected to reach 1,000 in the next few years.

Job purpose

The Head of Primary will be responsible for working with and supporting the Headteacher on the following key school leadership and management areas. This will involve accepting delegated responsibility for aspects of these key areas.

Main duties:

- To have joint responsibility, with the Head teacher, for the academic and pastoral care of pupils from Nursery – Year 6.
- Substitute effectively in the absence of the Headteacher
- Strategic Direction and Development of the school
- Support the vision, ethos and policies of the school and promote high levels of achievement.
- Support the evaluation of the effectiveness of the school's policies and developments.
- Support all staff in achieving the priorities and targets which the school sets, and provide them with support and guidance in implementing schemes of work.
- Be an active and effective member of the Senior Leadership Team

Teaching and learning

- Support the Headteacher in the monitoring of the quality of teaching and learning, including accountability and recommendations for improvement
- Support the Headteacher in developing links with parents, educational institutions and the wider community, in order to enhance teaching and learning and pupils' personal development.
- Ensure that parents are well informed about the school curriculum and children's attainment, including the organisation of parents' meetings, website updates and other official media applications and reports to parents

Leading and Managing Staff

- Support the Headteacher in developing positive working relationships with and between all staff and provide and sustain motivation.
- Lead groups of Primary staff in regular developmental and wellbeing activities, particularly during the days available for training in September and June.
- Support the Headteacher in the appointment, deployment and development of staff to make the most effective use of their skills, expertise and experience, and to ensure that all staff have a clear understanding of their roles and responsibilities.
- Support the Headteacher in the implementation of the school's Quality Assurance Framework.
- Organise the induction and settling in of new staff.
- Organise cover in case of staff absence.
- Organise an effective programme of weekly Primary staff meetings.

Pastoral

- Continue and develop the school's present system of pastoral care.
- Implement and monitor the system of pupil rewards and sanctions
- Be responsible for maintaining good discipline in the Primary department.
- Be responsible for organising and leading a weekly programme of assemblies.
- Provide leadership for Assistant Heads and Middle Leaders in Primary

Specific Tasks

- Prepare the Primary department for inspection, ensuring all necessary documents and procedures are in place.
- Draw up an annual pupil timetable, and be responsible for its smooth running, including implementing any changes necessary throughout the year.
- Further develop liaison with the Secondary department.
- Oversee the work of the members of the Primary Management Teams.
- Take on specific tasks related to the day to day administration and running of the Primary department, and, when needed, the whole school.
- Take on any additional responsibilities which might from time to time be determined at the request of the Head teacher. Be responsible for maintaining good discipline in the Primary department.

Person Specification

ESSENTIAL	DESIRABLE
Education & Qualifications Degree and Qualified Teacher Status , Enhanced DBS Evidence of recent and relevant personal professional development	Evidence of further leadership training (eg CPML / NPQH) Evidence of recent safeguarding training
Experience At least 5 years of successful classroom teaching experience At least 2 years of successful middle or senior leadership experience Demonstrate high standards both professionally and personally Experience of leading curriculum areas and other initiatives	Recent experience of leading a whole school initiative Experience of strategic improvement and development in Primary Good understanding of all areas of Primary Key Stages Experience in UK Independent or British School Overseas
Leadership / Management Creative, innovative and inclusive management style Able to take calculated risks and find creative solutions Able to analyse and act upon a range of data / information Able to lead, motivate , support and challenge to raise standards Able to hold people accountable and provide critical evaluations	Experience in successful conflict resolution Able to manage change successfully and implement new procedures Experience of liaising with Secondary colleagues (eg Transition etc..)
Skills Outstanding classroom practitioner able to model excellent practice Strong presentation skills and confident public speaker Excellent time management, organisational, delegation and communication skills Excellent inter-personal skills	Experience of managing budgets Positive experience with a range of stakeholders and the community Knowledge of Spanish and/or willingness to learn the language
Attributes & Values Able to articulate and model the core values of the school / King's Group Open and approachable , empathetic, trustworthy and resilient Optimist but also a realist Energy, resilience, drive and positivity Fully supportive of the Head teacher and other senior colleagues Assure confidentiality in sensitive or 'need to know' matters	A good judge of character Have a good sense of humour Able to publicly support all school and group decisions