

Head of Primary Role Profile

Purpose of Role

This position is key for the School Leadership Team and will be working closely with the Deputy Head of School and Head of School. The Head of Primary at Lady Elizabeth School requires a seasoned educator with a deep understanding of international curricula, a commitment to student-centred learning, and strong interpersonal skills to collaborate effectively with students, faculty, parents, and administrators. The Head of Primary will provide direction, inspiration, and guidance to the Leadership Teams and will be able to maintain and always improve the learning level supporting the positioning of LES as the School of Choice.

Responsible to:

Deputy Head of School
Head of School

ISP Vision

Our vision is to be the leading international schools group of quality and scale, with schools of choice recognized across local communities and the global education sector for amazing learning, ambition and growth.

ISP Principles

Begin with our children and students. Our children and students are at the heart of what we do. Simply, their success is our success. Well-being and safety are both essential for learners and learning. Therefore, we are consistent in identifying potential safeguarding issues and acting and following up on all concerns appropriately.

Treat everyone with care and respect. We look after one another, embrace similarities and differences and promote the well-being of self and others.

Operate effectively. We focus relentlessly on the things that are most important and will make the most difference. We apply school policies and procedures and embody the shared ideas of our community.

Are financially responsible. We make financial choices carefully based on the needs of the children, students and our schools.

Learn continuously. Getting better is what drives us. We positively engage with personal and professional development and school improvement.

ISP Leadership Competencies

You consistently demonstrate and role-model the ISP Leadership Competencies in all that you do.

1. **Collaboration.** Takes an active part in leading their school or region; is cooperative and a genuine team player, developing positive, supportive relationships with colleagues to solve problems and maximise opportunities.
2. **Learning & Getting Better.** Continually demonstrates personal commitment and passion for learning and getting better using evidence and feedback; supporting others in their continual learning, development and growth.
3. **Innovation Leadership.** Is good at creating an environment where ideas for learning initiatives and services are generated and is able to motivate and inspire others through the process of creation through to completion.
4. **Outcome driven.** Can be counted on to find solutions. Is consistently looking to exceed goals and is focused on KPIs.
5. **Resilience.** Can deal with setbacks and challenges calmly and effectively.
6. **Community Focus.** Is committed to meeting and exceeding the needs and expectations of our students and their families.
7. **Integrity & Ethical Management.** Has the ability to work ethically and with integrity; helps others feel valued; upholds and models the ISP Vision, Purpose and Principles.
8. **Leading & Inspiring Others.** Supports, encourages and inspires students, colleagues and teams so that they give their best.
9. **Understanding People.** Is a very good judge of talent, can objectively articulate the strengths and motivations of people inside or outside the organisation.
10. **Influencing & Communication.** Consistently informs, influences and inspires students, parents and colleagues through timely and effective communication.
11. **Agile.** Responds and adapts to changing circumstances; manages and solves problems by providing solutions in a climate of ambiguity.
12. **Strategic, Commercial & Financial Awareness.** Has the ability to apply understanding of the business and industry to improve effectiveness and profitability.
13. **Planning & Decision Making.** Makes decisions on the best course of action and then plans, organises, prioritises and balances resources to achieve the desired outcome.
14. **Diversity & Equity.** Has the sensitivity, awareness and skill to understand the values, behaviours, attitudes and practices across cultures that supports all children and adults to learn and work effectively

Key Accountabilities:

You will be the key driver of the following:

- **Curriculum Development and Implementation:** Overseeing the development, review, and implementation

of the primary curriculum to ensure alignment with educational standards, school goals, and student needs.

- **Faculty Management and Development:** Recruiting, training, supervising, and evaluating primary school teachers. Providing professional development opportunities to enhance teaching skills and instructional strategies.
- **Student Academic Progress and Achievement:** Monitoring student academic progress and performance through data analysis, assessments, and evaluations. Implementing strategies to support student learning and academic success.
- **School Culture and Discipline:** Fostering a positive and inclusive school culture conducive to learning and growth. Establishing and enforcing disciplinary policies and procedures to maintain a safe and respectful learning environment.
- **Parent and Community Engagement:** Collaborating with parents, guardians, and the community to support student learning and development. Facilitating communication and partnerships to enhance parental involvement and support.
- **Administrative Leadership:** Providing leadership and direction in the day-to-day operations of the Primary school, including scheduling, budgeting, facilities management, and compliance with regulatory requirements.
- **Student Support Services:** Overseeing the provision of counselling, special education, and other support services to address the diverse needs of primary students. Collaborating with relevant stakeholders to ensure comprehensive support for student well-being.
- **Extracurricular Activities and Enrichment Programs:** Developing and overseeing extracurricular activities, clubs, and enrichment programs to enhance the overall educational experience and promote student engagement and personal development.
- **Assessment and Evaluation:** Developing and implementing systems for assessing and evaluating student learning outcomes, teacher effectiveness, and overall school performance. Using data to inform decision-making and continuous improvement efforts.
- **Professional Collaboration and Leadership:** Collaborating with other school leaders, administrators, and stakeholders to promote a shared vision and goals for the primary school.

Key Responsibilities:

Assessment and Evaluation:

- Commission and oversee assessments such as baseline testing and assessment results analysis to inform educational strategies.
- Lead the process of target setting and pupil performance tracking, ensuring continuous improvement and alignment with school objectives.
- Collaborate with the Head of Admissions to assess applicant suitability for school places.
- Oversee entrance testing procedures in coordination with Heads of Departments.
- Compile and present annual academic achievement reports to the Whole School Senior Leadership Team.
- Lead the Future Pathways program to provide comprehensive career and university guidance to Primary students, empowering them to make informed decisions about their future.

Staff Recruitment, Onboarding, and Development:

- Collaborate closely with HR to streamline staff recruitment processes, ensuring alignment with

school requirements and objectives.

- Oversee the onboarding of new staff members, facilitating academic induction sessions and providing necessary support.
- Develop and implement ongoing staff development initiatives to enhance teaching abilities and professional growth.
- Be responsible for the implementation of the Teacher Learning Self Evaluation and developing learning targets for continuous improvement
- Provide strategic guidance to MLT members in maintaining high standards of teaching, learning, and achievement.

Curriculum Development and Implementation:

- Develop and finalise the annual curriculum plan in line with the school Learning Improvement Plan
- Develop efficient academic timetables that enable maximum impact on learning outcomes as well as prioritising teacher choices and optimising learning opportunities.
- Facilitate pupil allocation to classes across all year groups.
- Chair MLT meetings, actively participate in relevant meetings and conferences, and contribute to school inspections and responses.
- Creating reports for stakeholders and senior leadership team to analyse student data, including attendance, academic performance, and behavioural indicators, to identify trends and areas for intervention.

Parent and Community Engagement:

- Oversee the management of academic progress reporting to parents, ensuring clarity and transparency.
- Organise and facilitate parents' meetings, providing avenues for dialogue on academic matters and school policies.
- Ensure timely publication of information related to the curriculum, subject choices, and content as required.
- Work in collaboration with Marketing and Admissions to organise community events

Budget Oversight:

- Take responsibility for presenting all staffing, academic, and stationery budgets, ensuring alignment with school priorities and financial guidelines.
- Work closely with relevant stakeholders to develop and finalise other school budgets, providing detailed analysis and recommendations as needed.
- Monitor expenditure against allocated budgets, identifying areas for optimization and efficiency improvement

Student Support Services:

- Provide leadership and support in the implementation of English as an Additional Language (EAL) and multilingualism programs to cater to diverse student needs and promote inclusive learning environments.
- Ensure the provision of comprehensive counselling services to address the social, emotional, and academic needs of Primary students. Oversee the implementation of counselling programs and initiatives to support students in navigating personal and academic challenges.
- Coordinate special education services and accommodations for students with diverse learning needs, in collaboration with special education teachers and support staff.

- Facilitate the integration of support services, including counselling, special education, and academic support, to provide holistic support to students.
- Implement initiatives to promote student well-being and mental health awareness within the school community.

School Culture and Discipline:

- Ensure the overall well-being and welfare of primary students within the school community.
- Implement policies and procedures to promote a safe, supportive, and inclusive learning environment.
- Develop and enforce a positive behaviour management system that promotes respect, responsibility, and accountability among students.
- Oversee the implementation of disciplinary policies and procedures to address misconduct and maintain order within the school. Work closely with staff, students, and parents to address behavioural concerns and promote positive behavioural change.

Professional Collaboration and Leadership:

- Develop, maintain, and execute an academic curriculum development plan in alignment with school goals and standards.
- Stay informed about national curriculum policy changes and adapt school strategies accordingly.
- Foster collaboration with senior colleagues to drive the general development of the school.
- Work in conjunction with the Schools Senior Leadership Team to uphold the school's leadership position in educational performance, innovation, and thought leadership on local, national, and international levels.

This role profile emphasises the comprehensive leadership and management responsibilities of the Head of Primary, encompassing all aspects of Primary education to ensure academic excellence, student well-being, and a positive school environment. The above details are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may reasonably be assigned to him/her by the Head of School or Deputy Head of School.

Skills, Qualifications and Experience:

- Master's degree or higher in Education, Educational Leadership, or a related field.
- At least one year Head of Primary management experience
- Extensive experience in primary education, preferably in an international setting.
- Demonstrated leadership skills, including strategic planning, team building, and change management.
- Strong understanding of international education frameworks, curriculum standards, and assessment practices.
- Excellent communication, interpersonal, and cross-cultural competencies.
- Proven ability to engage and collaborate with diverse stakeholders, including students, parents, faculty, and community members.
- Commitment to promoting diversity, equity, and inclusion in all aspects of school life.

ISP Commitment to Safeguarding Principles



Lady Elizabeth and ISP is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to appropriate vetting procedures and satisfactory Criminal Background Checks or equivalent covering the previous 10 years' employment history.

ISP Commitment to Diversity, Equity, Inclusion, and Belonging

ISP is committed to strengthening our inclusive culture by identifying, hiring, developing, and retaining high-performing teammates regardless of gender, ethnicity, sexual orientation and gender expression, age, disability status, neurodivergence, socio-economic background or other demographic characteristics. Candidates who share our vision and principles and are interested in contributing to the success of ISP through this role are strongly encouraged to apply.