



# Garden International School Bangkok

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## Head of Primary Job Description and Person Specification

<b>School</b>	Garden International School, Bangkok
<b>Position</b>	Head of Primary
<b>Role Purpose</b>	Ensure the highest standards of learning and achievement. Lead, inspire and guide the teaching staff. Manage the day-to-day operations of the Primary School
<b>Reporting To</b>	Principal
<b>Key Teams</b>	Senior Leadership Team, Primary Leadership Team
<b>Safer Practices</b>	Garden International School, Bangkok is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including references from previous employers in accordance with our safer recruitment practice. Interviews will be conducted in person, and they will explore candidates' suitability to work with children.
<b>1. Core Requirements</b>	
<p>The Head of Primary is responsible to the Principal for all aspects of the day-to-day operation of the Primary School and for planning for its development.</p> <p>In fulfilling the requirements of the post, the Head of Primary will demonstrate the highest standards of professionalism and will, in particular:</p> <ul style="list-style-type: none"><li>a) Embody the school's mission and vision in word and action;</li><li>b) Gain and maintain the trust and confidence of students, colleagues and parents;</li><li>c) Be accountable for all aspects of standards in the Primary School;</li><li>d) Motivate students and staff to aspire to excellence in all that they do;</li><li>e) Build strong, high-performing teams;</li><li>f) Create the conditions for staff to continue to learn;</li><li>g) Be responsible for safeguarding students;</li><li>h) Deploy resources with due diligence, with efficiency and effectiveness;</li><li>i) Plan strategically for the continual improvement of the Primary School;</li><li>j) Take on any other duties required by the Principal</li></ul>	
<b>2. Teaching, Learning and the Curriculum</b>	
<p>Lead the highest standards of teaching and learning by:</p> <ul style="list-style-type: none"><li>a) Providing a curriculum which provides exemplary learning opportunities within and beyond the classroom;</li><li>b) Maintaining exemplary student behaviour that encourages learning within a purposeful and safe environment;</li><li>c) Developing and maintaining effective systems for the care and guidance of students, from transition from EYFS to Primary, through Primary and on to Secondary;</li><li>d) Demonstrating wide-ranging knowledge of effective pedagogy and curriculum;</li></ul>	

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- e) Ensuring that our curriculum reflects our place in Asia and in Thailand;
- f) Ensuring the powerful use of technology to enhance learning and developing STEAM;
- g) Developing and maintaining a rigorous system of school self-evaluation;
- h) Monitoring, evaluating and improving standards of teaching through the use of lesson observation, work scrutiny and assessment data;
- i) Recognising and celebrating teaching excellence and challenging poor practice;
- j) Personally supporting the life of the school beyond the classroom;
- k) Ensuring that students participate in a rich and varied programme of cross-curricular activities, trips, visitors and residential experiences.

### 3. Staff

Lead, inspire and guide the Primary School staff by:

- a) Fostering a culture of respect, equity, ambition, leadership, responsibility and integrity;
- b) Developing and maintaining a community of professional learners;
- c) Developing everyone's ability to use the performance management system to raise standards and contribute to professional growth;
- d) Leading and mentoring and managing the performance and professional development of the Primary Leadership Team;
- e) Ensuring that the middle leaders are effective in leading their subjects;
- f) Working with the Principal to recruit and retain the highest quality teachers, including participation in interviews and selection;
- g) Organising initial and ongoing induction for new teachers;
- h) Contributing to the professional development of teachers;
- i) Contributing to the provision of references for teachers moving to new schools or new positions.

### 4. Community

Ensure engagement and collaboration with our community by:

- a) Ensuring that parents are regularly informed about their child's progress, attainment and achievement and ensuring that they know how to support their child's learning;
- b) Informing parents of key events, trips and residential activities with sufficient notice for families to plan, logistically and financially;
- c) Keeping parents informed of events and priorities;
- d) Maintaining a high standard of presentation in all printed and on-line materials relating to the Primary School;
- e) Working with parent representatives;
- f) Organising and presenting at parent workshops;
- g) Developing wider community links.

### 5. Operational Matters

Ensure the smooth and efficient operation of the Primary School by:

- a) Creating and maintaining an annual calendar of Primary School events, taking into account the operation of the whole school;
- b) Managing the Primary School budgets for annual orders, classroom supplies, CPD, trips;
- c) Holding regular, productive meetings with the Primary School Leadership Team, keeping a clear record of outcomes;



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- d) Working with the Marketing and Admissions Teams to attract and recruit students and ensuring effective induction for new students and families;
- e) Assisting in whole school marketing initiatives and contributing to the growth of the school;
- f) Thinking and planning strategically for continual growth and improvement;
- g) Communicating a clear, concise, coherent vision and enabling others to contribute to achieving that vision;
- h) Contributing to whole school strategic planning.

## 6. Self

Demonstrate personal adherence to the values and principles of our mission by:

- a) Acting with integrity;
- b) Maintaining a professional appearance and manner and expecting the same of staff;
- c) Being personally ambitious, engaging in significant professional development;
- d) Being culturally sensitive and agile.

PERSON SPECIFICATION	
Qualifications/Training	
Qualified to degree level or above.	Essential
Qualified Teacher Status.	Essential
Post-graduate qualification at Master's level or above.	Desirable
School leadership programme attendance or qualification.	Desirable
Strong, recent track record of professional development.	Essential
Experience	
Proven track record with at least 7 years' teaching experience.	Essential
Experience in a Head of Primary role or currently an aspiring Deputy Head.	Essential
Direct involvement in raising standards and driving improvement at school level.	Essential
Experience of the English National Curriculum.	Essential
Evidence of working in partnership with parents.	Essential
Experience of working with groups of students with diverse additional educational needs and for whom English is an additional language.	Desirable
Experience of school accreditation or inspection.	Desirable
Track record of leading or contributing to professional development of teachers.	Desirable

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Knowledge and Skills	
Outstanding oral and written communication.	Essential
Ability to engage and motivate people to enable them to perform highly.	Essential
Strong organisational skills and personal time management.	Essential
Ability to work in a team.	Essential
Ability to work under pressure and to meet deadlines.	Essential
Good working knowledge of school self-evaluation.	Essential
Facility with baseline assessment, tracking, target setting and value-added systems.	Desirable
Working knowledge of management information systems (e.g. Engage, SIMS).	Desirable
High level of IT competency, including Google Drive.	Essential
Personal Attributes	
Passionate about international education and young people.	Essential
Comfortable with complexity, change and uncertainty.	Essential
Cultural agility and adaptability.	Essential
Understand the complex environment of an international community.	Desirable
Resilience.	Essential
Robust good health.	Essential
Sense of humour.	Essential

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