



**Position:** Head Teacher

**Reports To:** The Chairperson of the Board of Governors

**Supervises:** Deputy Head Teacher, Finance and Administration Manager, Senior Leadership Team Members, Administrative Assistant, Teaching Staff

**Contract Type:** Full-Time, Fixed Term (3 years)

**Role Purpose:**

The Head Teacher serves as the strategic and operational leader of St Andrew's International Primary School, dedicated to achieving the highest standards of academic excellence and holistic student development. This role ensures the continuous enhancement of teaching and learning by focusing on both educators and students, driving effective instruction and impactful learning experiences. Leading a diverse team of professionals, the Head Teacher fosters a dynamic, inclusive, and forward-thinking educational environment while upholding the school's reputation as a premier international primary institution.

Key responsibilities include implementing and refining curricula, championing professional development, and fostering strong relationships with key stakeholders—including parents, the school board, and the broader community—to uphold and advance the school's mission and vision.

**Key Responsibilities**

1. Strategy Direction
  - a. Promote high quality teaching and learning in line with British International Standards
  - b. Work closely with the Board to define and implement the school's strategic vision, ensuring its timely and effective execution. The Head Teacher will serve as the primary leader responsible for driving the school's strategic direction.
  - c. Foster strong collaboration with all key stakeholders to drive the school's long-term vision and sustainable growth.
  - d. Strengthen and elevate the school's reputation by delivering excellence in education, enriching extracurricular programs, and fostering meaningful community engagement.
2. Learning and Development – Students
  - a. Ensure a holistic approach to student development by implementing a well-structured, dynamic, and carefully supervised curriculum.
  - b. Ensure the adoption of innovative and impactful teaching and learning strategies to accelerate student progress and drive excellence across the school.
  - c. Implement a seamless, data-driven learning process to effectively track and support student progress throughout their educational journey.
  - d. Continuously track student progress using advanced assessment frameworks and implement data-driven interventions to maximize academic success.
  - e. Foster innovation in teaching and learning strategies to deepen student engagement and maximize academic success.
  - f. Encourage the seamless integration of technology and contemporary teaching methodologies to enhance the curriculum and learning experience.

3. Development Focused - Staff and school
  - a. Ensure comprehensive support for staff through structured professional development programs, including access to training and growth opportunities.
  - b. Ensure comprehensive oversight of the school's growth and continuous improvement.
  - c. Provide strategic oversight to drive the school's growth, innovation, and continuous improvement.
  - d. Maintain a strategic focus on enhancing the school's reputation by ensuring the effective organization and leadership of school events with professionalism and accountability.
4. Staff Management
  - a. Closely monitor, evaluate, and manage staff performance through structured, systematic, and data-driven assessment frameworks to drive continuous improvement and professional growth.
  - b. Develop targeted intervention programs to support staff development and ensure consistent high-performance across the team.  
Collaborate with the Board's Appointments Committee on teacher recruitment and assessments while providing strategic oversight for all hiring processes across the school.
5. Student Welfare & Pastoral Care
  - a. Ensure a safe, inclusive, and nurturing environment that promotes student well-being.
  - b. Implement and oversee behaviour management policies that align with the school's values and ethos.
  - c. Support the emotional and social development of students through counselling, mentorship, and extracurricular programs.
  - d. Promote a strong safeguarding and child protection culture within the school community.
6. Financial and Operational Management
  - a. Work with the Board of Governors and finance team to manage the school's budget effectively.
  - a. Ensure the strategic allocation of resources to effectively support both academic excellence and vibrant extracurricular programs.
  - b. Provide strategic oversight for infrastructure development, ensuring the maintenance and enhancement of school facilities and IT systems to support a high-quality learning environment.
  - c. Ensure compliance with regulatory and accreditation requirements.