

**Head of Primary School**

**Job Description**

**Line Managed by:** Headteacher

**Key Responsibilities:**

* To provide strategic and operational leadership for the Primary School with overall responsibility for EYFS and Years 1-6.
* To ensure the effective implementation and embedding of the vision of the school and British Schools Foundation, including Charter Values.
* To provide line management for EYFS Leader, Primary Personal Development and Pastoral Leader, Primary Academic Leader and other key staff as delegated by the Headteacher.
* To lead Teaching and Learning, holding responsibility for educational standards across the Primary School.
* To lead Pastoral care and Personal Development, with oversight for the behaviour and welfare of the pupils in the Primary School, including managing and responding to Pupil Voice and related activities.
* Be a member of the Whole School Leadership Team (SLT) and other staff teams as appropriate, contributing to whole school planning, the development of Policy and the operational management of the school.
* Lead the Performance Management Cycle for all staff in the Primary School ensuring standards of Teaching and Learning are high
* To support the effective marketing of the primary school, internally and externally.
* To plan and execute an evidence based primary school development plan.
* To deputise for the Headteacher as circumstances dictate.

**Leadership and Management**

* To play a major role, under the overall direction of the Headteacher, in formulating and reviewing the School Development Plan and the aims and objectives of the Primary School by:
  + **Establishing the means through which they shall be achieved**
  + **Leading and Managing staff towards that end**
  + **Monitoring progress towards targets**
* To be responsible for the professional and personal support of the Primary School Teaching staff.
* Provide line management for Primary Staff and maintain an oversight of disciplinary matters; report such matters to the Headteacher as appropriate.
* Participate in the recruitment and development of Primary Staff.
* Be a strong advocate for change, and champion school improvement
* Convey a positive “can do” attitude, motivate and inspire staff, and present a ‘united front’ to secure successful outcomes for school initiatives
* Plan, organise and chair staff meetings as appropriate in order to ensure school policies and practices are being implemented.

**Teaching and Learning**

* Lead by example as a teacher and as a manager, setting appropriate expectations for staff and pupils in relation to standards of pupils’ achievements and the quality of teaching; establishing clear targets for improving and sustaining pupils’ achievement.
* Review long term curriculum plans to ensure pupils access a range of learning experiences that observe progression and challenge.
* Work with the Senior Leadership Team to ensure effective transition arrangements between stages to ensure continuity and progression for all pupils.
* Take overall responsibility for the personal development and academic care of all primary pupils.
* Ensure that the learning and teaching provided by different teachers forms a coordinated, coherent curriculum entitlement for individual pupils.
* Ensure that pupil data (CAT4, GL Assessments, PASS etc.) is used to inform and monitor pupil progress.
* Ensure that information on pupil progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents, and to aid the Headteacher and other School Management in formulating appropriate plans for the school.
* Ensure that arrangements are in place for the identification and support of children of all abilities, including EAL, SEND and More and Most Able pupils.
* To oversee and coordinate cover in the Primary School.

**Personal Development and Pastoral Care**

* To act as a Designated Safeguarding Lead for the Primary School.
* Lead the development, organisation and implementation of policy for the personal development of Primary School pupils including pastoral care, guidance and pupil voice.
* Promote standards of conduct, discipline and proper regard for authority and the encouragement of good behaviour among Primary School Pupils.
* Develop a culture of high attendance and high achievement.
* Support the aims and ethos of the school as outlined in the BSF Charter, instilling these values in children through assemblies, house activities, PSHE and other collective gatherings as appropriate.
* Make a high quality contribution to the whole school Speech Day.
* Liaise with parents, carers and external agencies as appropriate.

**Standards and Quality Assurance**

* Monitor the quality of teaching and learning in the primary school, in line with school policy, including formal lesson observations and classroom visits, monitoring of short and medium term planning, assessments, records and scrutiny of pupils’ work.
* Support and mentor staff as needed or requested by them.
* Support all members of staff to meet their professional development targets.
* Support the aims and ethos of the school as outlined in the BSF Charter.
* Uphold the school's behaviour code and uniform regulations.

**People and relationships**

* Sustain effective, positive working relationships with all staff, pupils, parents and the local community.
* Contribute significantly to the marketing of the school and induction of families and staff into/out of BISM.
* Encourage moral and spiritual growth and cultural and social responsibility amongst pupils.
* Set a good example in terms of dress, positive attitude, punctuality and attendance.
* Develop strong links with schools in Marbella, BSF, nationally and Internationally.

**Human and material resources and their development and deployment**

* Lead aspects of the professional development of all staff through example, coaching, peer support and target setting.
* Contribute to the audit of staff development and training needs, and the provision of effective INSET.
* Lead aspects of support and training of new middle leaders, PGCE teachers, and lead aspects of school training.
* Assist with the recruitment of new staff.
* Support the Headteacher to manage the budgets for teaching materials and CPD
* Support the establishment of priorities for expenditure across the whole school and within departments
* Plan for and manage the resources allocated to you effectively to gain maximum benefits for pupil progress and achievement
* Ensure the maintenance of a structured environment for effective teaching and learning, for good behaviour and discipline and for pupils' spiritual, moral, social and cultural development.

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