



## Job Description Head of Primary

**SPECIFIC TITLE:** Head of Primary

**GENERIC TITLE:** Primary Headteacher

**RESPONSIBLE TO:** Principal

**RESPONSIBLE FOR:** The operational and strategic leadership of the Primary School (Year EY1-Y6); Leadership of the Primary Senior Leadership Team (PSLT) including the direct reports of Deputy and Assistant headteachers; Be accountable for the quality of Learning and Teaching, Academic progress and attainment, Behaviour and Student leadership in the Primary School.

**VERSION HISTORY:** September 2023

### Role Summary:

The Head of Primary is expected to sustain the ethos of the Primary School at ICS and provide educational vision and direction which secures effective and successful learning with high achievement by pupils through effective teaching. This includes the sustained improvement in the pupils' moral, cultural, mental and physical development, and helps to prepare them for the opportunities, responsibilities and experiences beyond primary school life.

### Main Responsibilities:

#### A) Strategic direction and development of the school

To work with the Principal and SLT to develop a strategic view for the school in its community and analyse and plan for the future needs and further development of the school within the national and international context:

1. To formulate overall aims and objectives for the Primary School and policies for their implementation;
2. To shape an ethos and provide educational vision and direction which secures effective teaching, successful learning and achievement by pupils and sustained improvement in their spiritual, moral, cultural, mental and physical development and prepare them for the opportunities, responsibilities and experiences of adult life;
3. To monitor, evaluate and review policies, priorities and targets of the school in practice and take action if necessary;
4. To present a positive image of ICS both within and beyond the school community;
5. To represent the school at national and international events as appropriate e.g. the BSME.



## **B) Leading and teaching**

To work with the Principal to secure and sustain effective teaching and learning throughout the school and to monitor and evaluate the quality of teaching and standards of pupils' achievement, using benchmarks and setting targets for improvement.

1. To ensure that all pupils receive a good quality education through a programme designed to promote a stimulating style of learning in a safe & healthy school environment;
2. To ensure a consistent and continuous school-wide focus on pupils' achievement;
3. To ensure that learning is at the centre of strategic planning and resource management;
4. To establish creative, responsive and effective approaches to teaching and learning;
5. To ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning;
6. To implement strategies which secure high standards of behaviour and attendance;
7. To determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework;
8. To take a strategic role in the development of the new and emerging technologies to enhance and extend the learning experience of pupils;
9. To monitor, evaluate and review classroom practice and promote improvement strategies to ensure that underperformance is challenged at all levels.

## **C) Leading and managing staff**

To lead, motivate, support, challenge and develop staff to secure improvement:

1. To maximise the contribution of staff to improve the quality of education provided and standards achieved and ensure that constructive working relationships are formed between staff and pupils;
2. To plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with their conditions of service, ensuring a reasonable balance for teacher and other members of staff, in work carried out in school and work carried out elsewhere;
3. To implement and sustain effective systems for the management of staff performance, incorporating appraisal and targets for teachers, including targets relating to pupils' achievement;
4. To participate in arrangements for head teacher performance management.

## **D) Efficient and effective deployment of staff and resources**

To deploy people and resources efficiently and effectively to meet specific objectives in line with the school's strategic plan and financial context:

1. To work the Principal and the Board of Governors to ensure the recruitment and retention of staff of the highest quality available;
2. To work with senior colleagues to deploy and develop all staff effectively in order to improve the quality of education provided;



3. To advise the Principal on the adoption of effective procedures to deal with the competence and capacity of staff;
4. To ensure that appropriate risk assessments are undertaken before sanctioning and participation in any potentially hazardous activity;
5. To manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money;
6. To share the expertise of all staff and facilities with other sections of the school as and when necessary.

### **E) Accountability**

To be accountable for the efficiency and effectiveness of the school to the SLT and others, including pupils, parents, staff and the community:

1. To provide information, objective advice and support to the Principal and the SLT to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement and for achieving efficiency and value for money;
2. To create and develop an organisation in which all SLT members and staff recognise that they are accountable for the success of the school;
3. To present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including parents, SLT and external inspectors to enable them to play their part effectively;
4. To ensure that parents and pupils are well-informed about the curriculum, attainment and progress and about the contribution that they can make to achieving the school's targets for improvement;
5. To report to the Principal annually on the performance management of teachers at the school;
6. To provide information about the work and performance of staff where it is relevant to their future employment.

*These elements should be regarded as an indication of the responsibilities of the Head of Primary School at the ICS but are not exclusive.*

**I understand the range of responsibilities the role of Head of Primary School carries and will endeavour to fulfil and develop them.**

Signed:

Name:

Date: