

LOCATION	British School of Beijing, Shunyi
JOB TITLE	Head of Primary
JOB PURPOSE	To offer leadership, inspiration and guidance to the Primary School including staff, students and parents. You will need to ensure the smooth day-to-day operations of the Primary School, make a strong contribution to the Senior Leadership Team and ensure that our mission and core values are at the heart of all Primary developments.
REPORTING TO	Principal
OTHER KEY RELATIONSHIPS	Primary leadership team, Senior Leadership Team of School
PACKAGE	Competitive remuneration and benefits in line with the status of the role and dependent upon years of experience.
KEY LEADERSHIP ROLES	
<p>In fulfilling the requirements of the post, the Head of Primary will demonstrate essential Leadership characteristics, and in particular will:</p> <ul style="list-style-type: none"> • Actively promote a love of learning in line with our mission statement; • Actively promote our core values of responsibility, commitment, respect and integrity; • Be responsible for all day to day operations of the Primary School; • Assist the Principal in recruiting the highest possible number of primary students; • To promote our reputation as an academically high achieving International school; • Liaise with admissions and actively engage with prospective parents and students; • Ensure clear channels of communication, throughout Primary and between phases. • Oversee the look of the primary school, ensuring classrooms, shared spaces and displays give an impression of a well organized, high-achieving International school; • Ensure electronic noticeboards, newsletters and other forms of communication promote our reputation as a high achieving International School; • Ensure Primary events are planned as effective parental touch points; • Effectively manage budgets and expenditure ensuring value for money; • Liaise with the Head of Chinese to actively promote respect for Chinese culture and language; • Contribute to the strategic vision by implementing School Development plans to help the school achieve long-term strategic goals. 	
STUDENT WELFARE	
<ul style="list-style-type: none"> • To be responsible for the overall welfare of the Primary Students; • Establish a purposeful and safe learning environment in line with child safeguarding policies and promote child safeguarding awareness amongst staff; • Maintain high levels of behaviour and student self discipline in line with school policies and ethos; • Promote a culture of high achievement amongst students; • Ensure an ethos of mutual respect and a positive approach to behaviour management; • To ensure Primary staff support admin, in ensuring that behaviour on the buses is in line with expectations in providing a safe and comfortable transport system; • Ensure 100% compliance with regards DBS requirements amongst Primary staff; • To ensure new students are provided with appropriate induction and pastoral support; • Ensure Admission are fully informed of student initiatives; • To promote the use of reflective learning interviews to raise awareness of student needs; • To promote high expectations and celebrate success appropriately; • To maintain an awareness of individual special needs provision across the Primary School; • Promote student involvement in school development through the school council; • To promote a sense of pride in the wearing of school uniform and provide appropriate recognition to students who are meeting expectations. 	
PROFESSIONAL DEVELOPMENT	

- Be responsible for the line management of the Primary School Leadership Team (PLT);
- Coach, mentor and develop (PLT) to meet their potential;
- Oversee and advise in professional development of the Primary academic secretary;
- Promote the continuous professional development of the PLT and encourage them to take advantage of NAE opportunities for internal promotion;
- Oversee Primary staff induction and Primary professional development reviews;
- Oversee performance management of staff, including formal appraisal against professional standards and work scrutiny;
- Oversee the implementation of teachers' personal action plans for any areas of concern;
- Oversee and amend Primary job descriptions, as necessary;
- Monitor Primary staff attendance and punctuality;
- Develop a culture of accountability and collective responsibility;
- Oversee line management of Subject Leaders;
- Ensure efficient and cost-effective deployment of staff;
- Management of individual staff issues, including honest and transparent recommendations to the Principal about contract renewal or release;
- Challenge non-compliance to school policies in an assertive but friendly manner;
- Promote the use of Nord Anglia University to enhance professional development;
- Take a proactive approach to your own professional development and be seen to promote the use of NAU by contributing to online forums and involvement in NAE leadership training opportunities.

TEACHING AND LEARNING, CURRICULUM DEVELOPMENT AND ASSESSMENT

- Manage the events on the Primary calendar, maintaining a realistic but vibrant curriculum
- To monitor standards of work across Primary/EYFS and promote high expectations;
- Ensure all students are provided with effective teaching in order to achieve their best;
- Ensure reports and PTCs are effective in providing accurate information on academic progress, attitude to learning and future targets;
- To contribute to the improvement of the Primary curriculum and relevant policies;
- To monitor formative and summative assessment across the Primary School and use the information to decide on development priorities;
- Promote the use of technology to enhance learning opportunities and improve communication;
- Maintain up to date knowledge of outstanding Primary practice and curriculum developments;
- Promote opportunities for students to present excellent work for portfolios;
- Promote opportunities for public speaking at Primary events;
- Promote an ethos of student interaction in the learning process;
- Promote an independent approach to learning amongst Primary students;
- To monitor the curriculum through regular formal and informal observation;
- To oversee subject leaders in ensuring that curriculum areas are appropriately resourced;
- To monitor the quality of planning and ensure appropriate challenge and differentiation;
- To lead, develop and enhance the quality of teaching and learning across Primary;
- To actively promote outstanding teaching and learning through demonstration, co-teaching peer observation and mentoring of the Primary team;
- To promote the sharing of exemplary practice across the Primary School;
- To report regularly, to the Principal, on the quality of teaching and learning across Primary;
- To ensure assessment is used to inform planning and meet pupil needs;
- Promote Global Classroom online to provide students with access to a global network.
- To ensure assessment data is used to monitor student progress and set targets;
- To ensure a consistent approach to assessment is achieved across Primary.

OTHER REQUIREMENTS

- Contribute to a positive community spirit within the Primary School;
- Work effectively with all other teams for the good of the whole school;
- Assist in whole school marketing initiatives to contribute to the growth of the school;
- Operate at all times within the stated policies and practices of the school;
- To encourage staff to make use of the local environment within Beijing;
- To update Primary publications as required;
- To promote a positive image of the school within the Beijing community;
- To provide parents with regular workshops to explain Primary initiatives;
- To look for opportunities to provide parents with greater involvement in the life of the school.

This job description may be reviewed and amended in consultation with the Head of Primary as part of the performance management cycle.

PERSON SPECIFICATIONS	
Qualifications/Training	
• Qualified to degree level or above	Essential
• Qualified Teacher status	Essential
• NPQH	Desirable
Experience / Knowledge	
• Proven track record with at least four years' management experience	Essential
• Experience of working with EAL or ESL students	Desirable
• Experience of being part of a highly successful department and school	Essential
• Experience of managing budgets effectively	Desirable
• International Experience	Desirable
• Proven leadership and performance management experience/skills	Essential
• Demonstrable evidence of innovating and adapting curricula	Essential
• Experience of delivering a UK National Curriculum	Desirable
• Experience of working in partnership with parents	Essential
Skills	
• Excellent oral and written communication skills	Essential
• An effective communicator with parents, staff and students	Essential
• Strong organisational skills	Essential
• High level of IT competency	Essential
• Understanding of management information systems	Desirable
Personal Attributes	
▪ Passionate about education and young people	Essential
▪ Evidence of commitment to continuous professional development	Essential
▪ Ability to command respect of pupils, colleagues and parents	Essential
▪ Proven ability to meet deadlines and make difficult decisions	Essential
▪ Driven by the desire to make a good school even better	Essential
▪ An innovator with a willingness to embrace change	Essential
▪ Highly organized role model	Desirable
▪ An excellent sense of humour	Essential
▪ A belief in the value of developing community links	Essential

OTHER CONDITIONS

Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.

Compliance with Chinese visa requirements.

The above Job Description and Person Specification is a guide to the duties, professional responsibilities and core competencies pertaining to this job. It does not form part of the contract of employment.