

Head of Primary & Early Years

The Head of Primary & Early Years is responsible to the Head of School for the day to day operations of the Primary & Early Years. He/ she provides leadership of all aspects related to teaching and learning and ensures the ongoing development of the school in line with the designated chapters of the Strategic Plan.

As leader of a team of talented professionals, the Head of Primary & Early Years will be expected to:

- Be fully supportive of the school's mission, vision and core values and ensure common understandings of these statements across all key constituencies.
- Promote a culture of openness, shared values, teamwork and collaboration through active and supportive leadership.
- Be a good listener, an excellent communicator and a proactive leader who acts at all times in the best interests of the students.
- Work with the Key Stage Leaders in the implementation of the EY and Primary curriculum identifying, in the process, areas of strength and areas for further development.
- Contribute to marketing and student retention strategies in Early Years and Primary and work with the Head of School to recruit and retain highly capable faculty.
- Liaise with team members in the development of an effective school timetable which meets the needs of Early Years and Primary students within the statutory frameworks and the resources available.
- Be actively involved in the appraisal process and, in the process, provide informed feedback on teacher growth, performance and development and taking remediation action if and when necessary.
- Promote cross Key Stage continuity and effective transition of students to the Secondary School.
- Promote and support all applicable school policies as they relate to teaching and learning and day to day school operations.
- Contribute to the planning process for the distribution of resources, to ensure they meet the school's identified priorities.
- Be technology savvy, have a broad curriculum knowledge and be skilled in the analysis of student achievement data to inform educational decision making.
- Contribute to the development of the school as a centre of learning within the community; strengthening partnerships with other schools, agencies and services.
- Work collaboratively with parents to build a climate of trust, support and a strong home to school and school to home partnership.
- Function as a member of the school's Senior Leadership Team, write concise reports for the Board when required and attend Board meetings on an invitational basis.

Further, the Head of EY & Primary will be expected to:

- Teach up to 5 x 45 minute periods per week.
- Devote additional time as required and directed by the Head of School to support school aims and perform allocated tasks including, but not limited to, involvement in new faculty induction and orientation, school events and attendance at Board meetings.
- Ensure all academic members of staff within Early Years and Primary take responsibility for the educational development and pastoral care of pupils at Renaissance.
- Ensure that the 'One School' ethos and approach is supported and strengthened.
- Undertake any other reasonable task as instructed by the Head of School after due discussion.