

LOCATION	The British School of Beijing, Sanlitun
JOB TITLE	Head of Primary
JOB PURPOSE	<ul style="list-style-type: none"> To offer leadership, inspiration and guidance to the staff and students of the Primary School such that all students achieve exceptional outcomes: academic, personal and social. To ensure the smooth day-to-day operations of the Primary School, and to work effectively as a key member of the School Leadership Team, playing a major role in strategic planning. Deputy Head (Primary); Assistant Head teacher (Early Years); Assistant Head teacher (Years 1-3); Assistant Head teacher (Years 4-6); Head of Primary EAL; Year Leaders; Subject Leaders OTHER KEY RELATIONSHIP Students & P
REPORTING TO	<ul style="list-style-type: none"> Principal
DIRECT REPORTS	<ul style="list-style-type: none"> Assistant Head teacher Year Leaders; Subject Leaders; Heads of Department
OTHER KEY RELATIONSHIPS	<ul style="list-style-type: none"> Director of Admissions and Marketing Head of Early Years
PACKAGE	Comprehensive – inc. highly competitive salary, accommodation allowance, annual flights, health insurance, relocation allowance, end of contract gratuity, up to two free child places.
<i>Key Roles</i>	
Admissions and Marketing	
<ul style="list-style-type: none"> Contribute to the marketing of the school to the local and wider communities in an international context. Seek opportunities to showcase the skills of students for school and wider audiences. <ul style="list-style-type: none"> Act as an advocate for BSB Sanlitun in the wider community. Collaborate with the wider Senior Leadership Team to help grow school numbers. Present at workshops and marketing events. 	
Teaching and Learning	
<ul style="list-style-type: none"> Provide leadership across all areas of the school. Promote excellence, equality and high expectations for all staff and students. To ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. To monitor standards of teaching and learning. To act as a positive role model, to promote teamwork and to motivate staff to ensure high quality teaching and effective working relationships. 	
Operational Expertise & Resource Management	
<ul style="list-style-type: none"> Monitor school performance data and identify priorities for improvement. Day-to-day management, organisation and administration. Manage a departmental budget matching spending to strategic need. To work with the Principal and the Head of Early Years to formulate aims, objectives and strategic plans for the School. To deputise for the Principal as appropriate. Ensure that all safeguarding needs are met as Designated Safeguarding Lead. Work with the Senior Leadership Teams to ensure effective management of staff takes place. 	

- To work in close collaboration with Head of Facilities, Head of Student Services to ensure the smooth running of the wider aspects of school life.
- To meet statutory responsibilities and company policies with regard to Health and Safety.

Person Specifications

Qualifications/Training

▪ Detailed knowledge of the relevant aspects of English National Curriculum	Essential
▪ Qualification related to senior leadership such as NPQH, SLP	Desirable
▪ Teaching degree or qualification with QTS	Essential
▪ Evidence of active participation in CPD	Essential

Experience / Knowledge

▪ Experience as a Head of Primary	Essential
▪ International school experience	Desirable
▪ Minimum of 10 years of teaching experience	Essential
▪ Minimum of 5 years leadership experience	Essential
▪ Excellent knowledge of assessment and assessment methods	Essential
▪ Experience in working in a large Primary School.	Desirable
▪ An excellent understanding of effective teaching and learning theory and practice.	Essential
▪ Experience of being a DSL	Essential
▪ Knowledge of timetabling	Essential
▪ Experience of contributing to whole school self-evaluation processes.	Essential
▪ Up-to-date knowledge of curriculum developments across all phases within a Primary School	Essential
▪ Experience of coordinating learning and teaching to students using technology in a virtual/hybrid environment.	Essential

Skills

• An effective communicator to a variety of audiences	Essential
• An excellent understanding of how to integrate technology into the classroom experience to enhance and extend the learning of students.	Essential
• Ability to develop good personal relationships within a team.	Essential
• Proven people management skills	Essential
• Ability to motivate and galvanise a team	Essential
• Be able to multi-task and prioritise	Essential
• Demonstrate a respect to students, colleagues and parents and to recognise the importance of valuing all members of the school community regardless of role.	Essential

Personal Attributes

▪ A high level of personal integrity	Essential
▪ To be Ambitious for themselves and for the whole school community	Essential

▪ Resilient, with the ability to work well under pressure	Essential
▪ Excellent organisational and time-management skills	Essential
▪ Demonstrate an attention to detail	Essential
▪ Demonstrate a strong work ethic	Essential
▪ Demonstrate a respect to students, colleagues and parents.	Essential
▪ Proactive and able to manage others to ensure deadlines are achieved	Essential
▪ Self-motivated and enthusiastic approach to responsibilities	Essential
▪ Ability to work independently	Essential
▪ Continually strives for improvement	Essential
▪ Sense of humour and a commitment to adding enjoyment to learning	Essential
▪ Adaptability	Essential

OTHER CONDITIONS

Holds a current Criminal Records Bureau Disclosure or equivalent for countries, outside of the UK.
Are able to meet visa requirements for working in China.