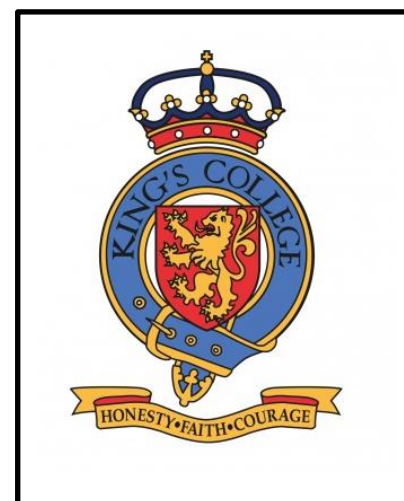


## Job Description

### Head of Primary

**King's College, The British School of Latvia**

<b>Line Manager/Reporting into:</b>	Head of School
<b>Full Time/Part Time:</b>	Full Time
<b>Contract Type:</b>	Permanent
<b>Closing Date for Applications:</b>	Friday 10th December
<b>Start Date:</b>	August 2022



**King's College Latvia (KCL)** is seeking to appoint a **Head of Primary** to join us from August 2022.

### “Inspiring Academic Excellence Across 5 Continents”

A definitive statement of excellence in private education, Inspired is a co-educational, non- denominational, independent school group designed to inspire students to achieve their maximum potential in a nurturing, progressive academic environment from ages 3 months to 18 yrs.

Inspired offers a fresh and contemporary approach to education by re-evaluating traditional teaching methods and curriculums, and creating a more dynamic, relevant and powerful model reflecting current attitudes. We nurture the unique individuality, talent and self-assurance of each student, equipping them to take on the world with the skills and confidence to ensure success.

Our current portfolio of 70+ schools currently operates across Europe, Asia-Pacific, Africa, the Middle East and Latin America, with quick ongoing expansion foreseen. The group has grown exponentially since its founding 7 years ago and offers a unique opportunity to join a connected global community obsessed with a dedication to excellence.

We take great care when selecting new colleagues to join Inspired Education and hand pick every single role. We believe true excellence in education is only achieved through an inspiring and passionate team with whom are dedicated to supporting our schools to recruit and retain students by sustaining engaging and inspiring learning environments through our 3 pillars of: Performing and Creative Arts; Academics and Sport.

Professionalism, responsive teaching, specialist knowledge, strong planning, excellent qualifications and an outstanding personal reputation, are just few of the core requirements we look for when recruiting Inspired teaching staff.

For more information about us, please visit [Inspired Schools - Premium Private Education \(inspirededu.com\)](https://www.inspirededu.com)

## OUR SCHOOL

King's College Latvia is an International School situated on the outskirts of the culturally vibrant capital city of Riga. Riga is a wonderful place to live for many reasons.

1. It is close to the beach resort of Jurmala, boasting 26KM of coastline with golden sands similar to that found in the Caribbean;
2. It is a capital city, but small enough to move around on foot and bicycle, with a population of only 650,000;
3. English is widely spoken;
4. Latvians are very creative people with music, dance, art, theatre and literature well represented in the city;
5. While living in Latvia, you will get to experience all four seasons!

The Latvia tourist board calls it 'Magnetic Latvia', as the country pulls you in, and many of our team have been with us since we opened the school. Consequently, the school has a very low annual staff turnover.

Established five years ago, King's College Latvia has seen rapid growth in student numbers. Our campus is in one large building but includes a secondary school wing, Primary school wing. The school has dedicated rooms for specialist subjects, sporting facilities including two indoor swimming pools and ample outdoor space including fields and playgrounds.

King's College is suitably situated to facilitate excellent off-site learning experiences, with many accessible places of interest and museums within close proximity. We actively encourage experiential learning outside the classroom and frequently use a private forest situated near the school grounds to support curricular learning.

As one of the leading international schools within the Baltics, we are committed to high academic achievement, alongside exceptional pastoral care. Our team share these core values and are committed to implementing our vision of excellence across the school.

<https://www.latvia.kingscollegeschools.org/>

## WHAT WE OFFER

- An opportunity to Lead the Primary Department within a growing school;
- To be part of the School Leadership Team alongside the Headteacher, Head of Secondary and Business Manager;
- The most collaborative environment, at every level, that you will find anywhere;
- Excellent professional development within the Inspired group and a global network of over 70 schools to learn alongside;
- A place on The Inspired Senior Leaders Development training for 2022/23;
- Excellent resources;
- At the leading edge of independent school thinking;
- A culture of excellence;
- Network of opportunities;
- Competitive package;
- Private medical insurance;
- Pupil holidays as vacation time unless stated in school calendar or holding a position of responsibility when some work during vacation will be expected;
- Working hours in school 08.00-16.30 each working day;
- Discounted school places for dependants;
- Breakfast, lunch and snack provided free of charge each working day when in school;
- A device for working at home and supporting learning in school;
- Support for relocation and immigration.

## ROLE SUMMARY & JOB PURPOSE

To lead and manage in all aspects of the Primary school, EYFS to Year 6. At the heart of the role are the students and the Head of Primary must ensure learning opportunities for the pupils that encourage and enable each student to realise their full potential across all areas of the curriculum. The Head of Primary must manage and lead the school community with clear vision and in line with the overall school ethos and values.

The Head of Primary is a member of the Senior Leadership Team (SLT) and while representing the Primary School is expected to take a whole-school perspective on strategic issues.

## KCL PROFESSIONAL STANDARDS

### Leading Progress and Development

- Provide inspiring and purposeful leadership to Primary Staff, pupils and the parental community
- To monitor and evaluate the performance of Primary and report findings to the headteacher
- To monitor and evaluate the emotional climate and wellbeing of the Primary school and take actions if this is deemed a concern
- To contribute to the writing of the School development plan and decide on annual priorities for the Primary department
- To ensure that all those involved in the Primary department are committed to the aims and motivated to achieve them for the success of the department
- To promote good communication within the department and ensure the effective day to day running of the department
- To create and maintain Primary department handbooks for parents, pupils and staff
- To create the Primary timetable and duty rotas for the Primary Department
- To attend and contribute to the documentation and discussion required for Termly Board meetings
- To recruit new members of the Primary team in collaboration with the headteacher
- To Lead the induction of new staff
- To plan Primary staff meetings to ensure development of the department in line with the strategic plan, school development plan and the needs of the Primary Department
- To work with the middle leadership roles in Primary to ensure the impact of these roles on improvement

### Learning and teaching

- To ensure the existence of an environment that promotes and secures good teaching, effective learning, high standards of achievement and good behaviour in the Primary department
- Ensure that an appropriate curriculum reflecting the values of IB and NC is developed, maintained and followed
- To develop the pedagogical practices used in Primary to support increased student self-efficacy
- To evaluate the need for resources to support teaching and learning and produce resource requirements
- Monitor, track and implement positive strategies for pupil behaviour and ensure all documents are in place in case of serious issues leading to exclusions in partnership with the headteacher
- To follow whole school quality assurance models in the Primary department
- To review and develop policies and processes for teaching and learning
- To teach Year 6 for approximately 8-10 hours a week, the subject/s can be decided

### Pupil Progress

- To collate progress data for the Primary section and analyse the results.
- To implement interventions to address lack of progress
- Create a mechanism for a pupil progress commentary
- To oversee and update the SEN register alongside the Primary SEN lead
- To organise the deployment of support for students with specific needs
- To lead all parents and staff meetings linked to pupil progress
- To work with Head of Secondary to ensure the needs of Year 6 are being met within the Secondary timetable

### Safeguarding

- To be designated safeguarding lead for Primary
- To attend safeguarding meetings
- To work closely with our School Counsellor to plan for the needs of children and families with social and emotional challenges.

### Community

- To share weekly achievements with the Headteacher to be included in weekly whole school newsletter and weekly report to Inspired
- To lead Rewards assembly
- Lead the Primary team to decide on themes for community events and Values
- As part of SLT organise community events
- Liaise and join/form networks with other HOPs in Northern Europe schools
- To meet with parents relating to Primary issues
- To monitor the use of parent communication platforms Class Dojo and Tapestry to ensure quality communications

### Other

- To contribute to the marketing of the school through joining tours, open doors events or webinars
- To contribute to the development of the Inspired Education Group through attending networking events and working with other schools
- To actively promote British Values
- To work with colleagues in school to ensure cross curricular links exist
- To be involved in all aspects of school life including assemblies and supervision of duties
- To collaborate with all phases, of this all through school, to ensure excellent transition between year groups
- To display in your own practice the Inspired Teaching Standards.

This job description is not exhaustive and therefore we would expect the teacher to undertake any other reasonable requests made by the Head of School.

### WHAT WE'RE LOOKING FOR

	ESSENTIAL	DESIRABLE
<b>Inspired Required Teaching Standards</b>  A full outline of <u>Teaching standards</u> are available on request	<ul style="list-style-type: none"> <li>• Able to set clear expectations and stretching goals</li> <li>• Adaptable teaching style incorporating feedback</li> <li>• A depth of understanding in the relevant subject area</li> <li>• Ability to judge learning effectiveness</li> <li>• Excellent preparation and planning</li> <li>• Assessment of student outcomes and feedback to enhance performance</li> <li>• Genuine care and attention for the highest standards of student welfare</li> </ul>	
<b>Skills and previous experience</b>	<ul style="list-style-type: none"> <li>• Qualified teacher with at least two years' experience</li> <li>• Experience of teaching in a UK school</li> <li>• Experience of teaching in a variety of years in the Primary phase</li> <li>• A willingness to embrace the core</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working Internationally</li> <li>• Experience of teaching in all phases of the Primary school including EYFS</li> <li>• Experience of delivering the Primary curriculum online</li> <li>• Experience of leading during the</li> </ul>

	<p>philosophy and pedagogy of IBDP</p> <ul style="list-style-type: none"> <li>● Pedagogies that encompass the ideas of 'visible learning' and awareness of 'knowing thy impact'</li> <li>● Delivering lessons which facilitate critical thinking, explorative learning and project-based working</li> <li>● Experience of timetabling a planning duties for a Primary school</li> <li>● A skilled negotiator and communicator with an understanding of the how to work with members of the team at all levels in the company</li> <li>●</li> </ul>	<p>pandemic</p> <ul style="list-style-type: none"> <li>● Experience of being a Key Stage Leader of Deputy headteacher</li> <li>● Experience as a Head of Primary in another setting</li> <li>● Recent leadership training</li> <li>● Experience of being a member of a school Senior Leadership Team</li> <li>● Budget management experience</li> </ul>
<b>Qualifications and Accreditations</b>	<ul style="list-style-type: none"> <li>● PGCE, QTS or equivalent</li> <li>● Strong academic credentials</li> <li>● Appropriate right to work</li> <li>● Fluent English speaker</li> </ul>	
<b>Personal Competencies and Attributes</b>	<ul style="list-style-type: none"> <li>● A person who has never lost their desire to be in the classroom alongside leadership and who believes in the importance of lessons which facilitate critical thinking, explorative learning and project-based working.</li> <li>● A whole-school mindset with an understanding of the challenges and opportunities at all stages of a student's development</li> <li>● A hands-on approach to leading</li> <li>● An understanding of all the many aspects involved in leading a Primary Department effectively from organisation, managerial and strategic to leading the community</li> <li>● An unwavering solution focused approach</li> <li>● A dedicated team player</li> <li>● A strategic thinker who starts with the end goal in mind</li> <li>● A proven track record of excellent pastoral care.</li> </ul>	

	<ul style="list-style-type: none"><li>• A calm and measured individual who displays a high level of emotional intelligence</li><li>• An excellent public speaker who can address both large groups of children and adults with confidence and clarity</li><li>• A commitment to professional development</li><li>• Enthusiasm, energy and a positive and flexible approach</li><li>• Ability to engage and motivate young people</li><li>• Ability to manage own workload, to cope well under pressure and meet deadlines</li><li>• Interest in working with students inside and outside the classroom to support their learning and personal development</li><li>• Readiness to engage wholeheartedly in the extracurricular and wider life of the school</li><li>• Recognition of the importance of personal responsibility for health and safety</li><li>• Demonstrable commitment to the safeguarding of students and child protection</li><li>• Demonstrable commitment to equal opportunities</li><li>• Commitment to the School's ethos, aims and whole community</li><li>• A commitment to professional development and a demonstrated record of having kept abreast of recent, relevant educational methodology</li></ul>	
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## HOW TO APPLY

Please complete the TES application form to apply.

We will call for references before an interview, and we anticipate an informal 30-minute discussion with all long-listed candidates. After this where possible we will invite shortlisted candidates to meet with us at the Inspired Education recruitment event as detailed below.

### THE INSPIRED EDUCATION RECRUITMENT EVENT - JANUARY 2022

Because we take so much care in selecting great teachers to join us, and we know that often decisions to join a School or potentially move countries should be done with proper consideration we will be looking to invite any candidate who applies and is shortlisted to a recruitment event, hosted in our London School; Fulham.

This will run over the 08th and 09th January and will be hosted by a number of our top international Head Teachers and Principals.

At this event, we will provide the opportunity for candidates to also ask questions to experts about any visa or relocation processes; the curriculum or anything else that they will want to know regarding joining Inspired.

As we have a number of world class Schools across the world it will also be an opportunity to meet with some of the other Heads to get to know them better.

Applicants who attend will be expected to bring with them certain documentation which is fundamental to the role including identity documents and qualification certificates.

The school reserves the right to contact applicants and appoint before the closing date of the advertisement

All applicants will be expected to provide:

- a supporting statement clearly outlining why they are interested in the position and school
- a completed application form with their details and history of education, employment, and achievements
- at least two referees from a recent/current appointment

### VACCINATION STATUS

It is a condition of employment for all new staff to be vaccinated against Covid-19. You will be asked to provide visual proof of your status if you are offered a job with us. Disclosure of vaccine status will be dealt with in accordance of the provisions within the GDPR Regulations.

### SAFEGUARDING STATEMENT

Inspired are committed to safeguarding and promoting the welfare of children and young people and if successful you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles and values of our organisation.

Any successful applications will also be required to undergo rigorous child protection screening including checks with past employers and an enhanced DBS check as well as completing any relevant safeguarding assessments

**EQUAL OPPORTUNITIES STATEMENT**

Inspired Education is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, colour, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by law.

This policy applies to all employment practices within our organisation, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Inspired makes hiring decisions based solely the skills, experiences and attributes needed to continue to deliver excellence.