



An independent 3-18 day school in the Seychelles



The post of Head Teacher of Primary

Responsible for: The provision of a full learning experience and support for Primary Section

Purpose:

- Form part of the Senior Management Team;
- Perform the duties of the Principal during her absence as may be required;
- Assist the Principal in leading and managing the school;
- Undertake such duties as are delegated by the Principal;
- Play a major role under the overall direction of the Principal in formulating and reviewing the school improvement plan and the aims and objectives of the school by establishing the policies through which they shall be achieved, leading and managing staff and resources to that end and monitoring progress towards their achievement;
- Be responsible for timetabling and cover for primary staff
- Participate in recruitment of staff
- Be responsible for line management, progress and support of Foundation Stage, Key Stages 1 and 2;

Main duties	<ol style="list-style-type: none"> 1. Contribute to: <ul style="list-style-type: none"> - the development, organisation and implementation of the school 's curriculum - school policies on curriculum, teaching and learning, assessment, recording and reporting; - the development, organisation and implementation of the school 's policy for the personal and social development of students including pastoral care and guidance; - the effective admission and induction of students - the promotion among students of standards of conduct/discipline and proper regard for authority and the encouragement of good behaviour - Staff professional development 2. Contribute to good management practice by ensuring positive staff participation, effective communication and procedures; 3. Participate in arrangements for the appraisal of the performance of teachers and teaching assistants; 4. Be responsible for fostering positive relationships across the school community; 5. Liaise with and assist the Board of Governors as required in the exercising of its functions including attending meetings and making reports when required; 6. Help in maintaining and developing effective communications and links with parents and provide positive responses to concerns and problems regarding their children's education and wellbeing; 7. Liaise with other related educational establishments in order to promote the continuity of learning, progression and curriculum developments. 8. Participate in teaching responsibilities as necessary
Other Specific Duties	<p>To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.</p> <p>The specific nature and balance of these responsibilities shall vary according to the needs of the school.</p> <p>To undertake any other duty as specified by Principal or the Board of Governors not mentioned in the above.</p>

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Principal or Board of Governors to undertake work that is not specified in this job description.

Qualifications

Masters in Education or leadership or relevant/equivalent qualification in leadership or management
Teacher qualification status such as PGCE or BEd
Evidence of continuing professional development

Salary

As per the ISS Senior Leadership Scale, with Relocation and Housing Allowances

Salary range

From SCR28,000.00 to SCR48,000.00

Housing Allowance: SCR17, 650.00

Hours

The post holder will be expected to work such hours as may be reasonably required of them or as may be necessary for the proper and efficient performance of their duties. This is a full-time position.

Holidays

12 weeks a year to be taken in the School Holidays.

Notice

One term

Other benefits

Fee remission for children in accordance with the staff fee remission policy
End of contract bonus - £4000.00 upon successful completion of contract.
Flights at the beginning and end of the contract
Free car parking on site
School's CPD programme

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children in the Primary Section or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Child Protection Officer.

International School of Seychelles (ISS) is an equal opportunities employer and is committed to the safeguarding of children. This appointment will be subject to safer recruitment checks.