

LOCATION	British School of Guangzhou
JOB TITLE	Deputy Head of Primary
JOB PURPOSE	To offer leadership, inspiration and guidance to the Head of Primary, staff, students and parents. You will need to support the Head to ensure the smooth day-to-day operations of the Primary School and support the views of the Senior Leadership Team, led by the Principal, to ensure that our mission and core values are at the heart of all Primary developments.
REPORTING TO	Head of Primary
KEY RELATIONSHIPS	PLT, Directors of Music/Sport, DAM and Head of Administration
PACKAGE	Competitive remuneration and benefits commensurate with the status of the role and dependent upon years of experience.

KEY LEADERSHIP ROLES

In fulfilling the requirements of the post, the Head of Primary will demonstrate essential leadership characteristics, and in particular will:

- Actively promote a love of learning in line with our mission statement;
- Promote our values of responsibility, commitment, respect and integrity in your professional life;
- Demonstrate that you are personally, socially and academically ambitious for our students;
- In the absence of the Head take responsibility for all day-to-day operations of the Primary School;
- Ensure clear channels of communication, throughout Primary and between phases.
- Ensure classrooms, shared spaces and displays reflect a well-organised, high-achieving International school;
- Ensure electronic noticeboards, newsletters, and other forms of communication, promote our reputation as a high achieving International School;
- Promote Primary events as high quality, effective parental touch-points;
- Support the Head of Primary in managing budgets and understand the need to work within given budgetary constraints;
- Under direction of the Head of Primary assist in recruitment of new staff.

STUDENT WELFARE

- To be responsible for the overall welfare of the Primary Students along with the Head;
- To support the Head in establishing a purposeful and safe learning environment in line with school policies and to promote child safeguarding awareness amongst staff;
- Maintain high levels of behaviour in line with school policies and culture;
- Support and promote a residential programme, which gives students access to an outdoor activities programme that is integrated into the curriculum;
- Promote a culture of mutual respect and a positive approach to behaviour management;
- To oversee the named Assistant Head to monitor behaviour on the buses;
- Ensure 100% compliance with regards NAE Safeguarding and Child Protection requirements amongst Primary staff;
- Meet responsibilities with regard to health and safety and monitor Primary work practices;
- Ensure Admission and Marketing are fully informed of Primary student initiatives;
- To monitor/support Assistant Heads in ensuring that:
- New students are provided with appropriate induction and support systems;
- An awareness of special needs provision is promoted across the Primary School;
- Student involvement in school development is promoted through the school council;

PROFESSIONAL DEVELOPMENT

- To support and oversee the line management of the Primary School Leadership Team (PLT);
- With the Head, coach, mentor and develop (PLT) to meet their potential and encourage them to take advantage of NAE opportunities for internal promotion;
- Support the Assistant Head/s in leading Primary professional development, including new staff induction and Primary professional development reviews;
- Support Head in conducting performance management, including formal appraisal against professional targets and standards;
- Oversee the implementation of teachers' personal action plans to meet agreed targets;
- Support the Head in monitoring staff attendance and punctuality;
- Help to ensure efficient and cost effective deployment of staff;
- Manage individual staff issues, and keep the Head of Primary fully informed;
- 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

- Lead, develop and enhance the quality of teaching and learning across Primary;
- Ensure effective teaching in order to achieve outstanding student outcomes;
- Promote an ethos of student involvement in the learning process;
- Promote an independent approach to learning amongst Primary students;
- Contribute to the continual improvement of the Primary curriculum and relevant policies;
- Manage the events on the primary calendar, maintaining a realistic but vibrant curriculum;
- Maintain up to date knowledge of outstanding Primary practice and curriculum developments;
- Promote opportunities for students to present work for excellent work portfolios;
- Promote the sharing of exemplary practice across the Primary School;
- To monitor/support Assistant Heads in ensuring that:
 - Assessment is used to inform planning and meet student's needs;
 - Global Campus online provides students with access to a global network.
- A consistent approach to assessment is achieved across Primary and is consistent with whole school assessment needs.
- Curriculum areas are appropriately resourced by subject leaders;
- The quality of planning is appropriately challenging and clearly differentiated;
- Formative and summative assessment helps to inform SDP priorities;
- Technology is used enhance learning opportunities and improve communication
- Formal and informal observation of the curriculum takes place;
- Reports and PTCs are effective in providing accurate information on academic progress
- We promote outstanding teaching and learning through demonstration, co-teaching peer observation and mentoring;
- Standards of work across the Primary School are monitored to promote high expectations;
- The Head of Primary is fully informed over the quality of teaching and learning.

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;
- Encourage Primary Year groups to adapt the curriculum to make use of the local environment;
- Help to update Primary publications as required;
- Promote a positive image of the school within the Guangzhou community;
- Provide parents with regular workshops to explain the educational philosophy behind Primary initiatives;
- Look for opportunities to provide parents with greater involvement in the life of the school.

MEASURES OF PERFORMANCE

Performance will be measured using a variety of evidence sources including (but not limited to):

- Professional knowledge
- Observations of lessons
- Feedback surveys
- Effective use of resources
- Meeting of deadlines
- Feedback from Line-Managers
- PM Objectives/outcomes
- Handling of data
- Quality of written communication
- Quality of spoken communication
- Engagement with wider school life
- Engagement with ASAs
- Engagement with CPD
- Compliance with School/NAE procedures and policies
- Professional behaviours
- Adherence to School Values

THE NAE COMMITMENT

At Nord Anglia Education, we aim to inspire our schools, our students and our employees to be the best they can be. We are ambitious for them all to achieve more than they thought possible personally, socially and academically. Within our family of schools, this aspiration is underpinned by a commitment to always act with **respect, integrity, openness, courage and ambition**. These qualities are the foundation of how we approach our work and roles within NAE and are shared by everyone in our global family.

Within NAE we aim to promote 7 CORE Leadership Capabilities:

- **Accountable** – Establishes a high performing culture and accepts accountability for organisational performance.
- **Strategic** – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction
- **Collaborative** – Works collaboratively with others to achieve organisational outcomes
- **Entrepreneurial** – Creates organisational value for diverse stakeholders and achieves commercial success
- **Enabling** – Drives excellence through valuing and developing others
- **Agile** – Achieves personal and organisational success within a changing, dynamic and complex environment
- **Resilient** – Demonstrates personal resilience within a demanding environment of high expectations

Nord Anglia expect all our employees to take Child Safeguarding very seriously:

Each individual must ensure that they meet their statutory responsibilities and Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation.

All employees are expected to demonstrate a commitment to safeguarding and promoting the welfare of all pupils.

This job description describes, in general terms, the normal duties, which the post-holder will be expected to undertake. However, the job or duties described are subject to change and may vary or be amended from time to time without changing the level of responsibility associated with the post. Duties may be modified by the

Principal/Vice Principal/Head of Phase, to reflect or anticipate changes in the job, commensurate with the job title.

PERSON SPECIFICATION	
Qualifications/Training	
Bachelors Degree or Higher	Essential
For leadership roles, previous leadership experience	Essential
Qualified Teacher Status (or equivalent)	Essential
Experience	
A minimum of 2 years of work experience since graduating	Essential
Experience and knowledge of teaching appropriate age range	Essential
Demonstrable evidence of innovating and adapting curricula to engage children and enable them to perform highly	Essential
Experience of working in partnership with parents	Essential
Experience of being part of a highly successful department and school	Desirable
Experience of delivering a UK National Curriculum	Desirable
Skills	
Excellent oral and written communication skills	Essential
Ability to engage and motivate children to perform highly	Essential
Passionate about education and young people	Essential
Evidence of commitment to continuous professional development	Essential
High levels of personal integrity.	Essential
Excellent organisational and time-management skills	Essential
High attention to detail	Essential
Ability to work under pressure and remain calm	Essential
Willingness to take on multiple tasks	Essential
Proactive and able to prompt others to ensure deadlines are achieved	Essential
Self-motivated and enthusiastic	Essential
Ability to work independently	Essential
Driven to continually strive for improvement	Essential
Adaptability, able to deal with a culturally challenging environment	Essential
Confident global citizen or a willingness to become one	Desirable
An understanding of the complex and demanding environment of an international school community	Desirable
Other conditions	
Holds a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.	Essential
Is able to meet the visa requirements for working in China	Essential

