



LOCATION	British School of Guangzhou, China
JOB TITLE	Head of Primary
JOB PURPOSE	To offer leadership, inspiration and guidance to the Primary staff, students and parents. You will need to ensure the smooth day-to-day operations of the Primary School, make a strong contribution to the Senior Leadership Team and ensure that our mission and core values are at the heart of all Primary developments.
REPORTING TO	Principal
KEY RELATIONSHIPS	Senior leadership team and Primary leadership team
PACKAGE	Competitive remuneration and benefits in line 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;
- Actively promote our core values of responsibility, commitment, respect and integrity;
- Be responsible for all day to day operations of the Primary School;
- Assist the Principal in recruiting the highest possible number of primary students;
- To promote our reputation as an academically high achieving International school;
- Liaise with admissions and actively engage with prospective parents and students;
- Ensure clear channels of communication, throughout Primary and between phases;
- Ensure classrooms, shared spaces and displays give an impression of a well organized, high-achieving International school;
- Ensure noticeboards, newsletters and other forms of communication promote our reputation as a high achieving International School;
- Ensure Primary events are planned as effective parental touch points;
- Effectively manage budgets and expenditure ensuring value for money;
- Liaise with the Head of Chinese to promote respect for Chinese culture and language;
- Contribute to the strategic vision by implementing School Development plans to help the school achieve long-term strategic goals.

STUDENT WELFARE

- To be responsible for the overall welfare of the Primary Students;
- Establish a purposeful and safe learning environment in line with child safeguarding policies and promote child safeguarding awareness amongst staff;
- Maintain high levels of behaviour and student discipline in line with school policies;
- Promote a culture of high achievement amongst students;
- Ensure an ethos of mutual respect and a positive approach to behaviour management;
- Ensure Primary staff support admin, in ensuring that behaviour on the buses is in line with expectations in providing a safe and comfortable transport system;
- Ensure 100% compliance with regards DBS requirements amongst Primary staff;
- Ensure new students are provided with appropriate induction and pastoral support;
- Ensure Admission are fully informed of student initiatives;
- Promote high expectations and celebrate success appropriately;
- Maintain an awareness of individual Education needs provision across Primary;



- Promote student involvement in school life through the student council;
- Promote a sense of pride in the wearing of school uniform and provide recognition to students who are meeting expectations.

PROFESSIONAL DEVELOPMENT

- Be responsible for the line management of the Primary Leadership Team (PLT);
- Coach, mentor and develop (PLT) to meet their potential;
- Coach, mentor and develop the Primary academic secretary;
- Promote the continuous professional development of Primary staff and encourage them to take advantage of NAE opportunities for internal promotion;
- Oversee Primary staff induction and Primary professional development reviews;
- Oversee performance management, including formal appraisal against professional standards and work scrutiny;
- Implement teachers' personal action plans for any areas of concern;
- Oversee and amend Primary job descriptions, as necessary;
- Monitor Primary staff attendance and punctuality;
- Develop a culture of accountability and collective responsibility;
- Oversee line management of Subject Leaders;
- Ensure efficient and cost-effective deployment of staff;
- Manage individual staff issues and provide honest and transparent recommendations to the Principal about contract renewal or release;
- 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 promote the use of NAU by your involvement in NAE leadership training opportunities.

TEACHING AND LEARNING, CURRICULUM DEVELOPMENT AND ASSESSMENT

- Manage events on the Primary calendar, maintaining a realistic but vibrant curriculum;
- To monitor standards of work across Primary/EYFS and promote high expectations;
- Ensure all students are provided with effective teaching in order to achieve their best;
- Ensure reports and PTCs/SLC are effective in providing accurate information on academic progress, attitude to learning and future targets;
- Contribute to the improvement of the Primary curriculum and relevant policies;
- Monitor formative and summative assessment across the Primary School and use the information to decide on development priorities;
- Promote the use of technology to enhance learning opportunities and improve communication;
- Maintain up-to-date knowledge of outstanding Primary practice and curriculum developments;
- Promote the use of excellent work portfolios throughout Primary;
- Promote opportunities for public speaking at Primary events;
- Promote an ethos of student interaction in the learning process;
- Promote an independent approach to learning amongst Primary students;
- To monitor the curriculum through regular formal and informal observation;
- Oversee subject leaders and ensure that curriculum areas are well resourced;
- Monitor the quality of planning to ensure appropriate challenge and differentiation;



- Lead, develop and enhance the quality of teaching and learning across Primary;
- Actively promote outstanding teaching and learning through demonstration, co-teaching peer observation and mentoring of the Primary team;
- Promote the sharing of exemplary practice across the Primary School;
- Report regularly, to the Principal, on the quality of teaching and learning;
- Ensure assessment is used to inform planning and meet pupil needs;
- Promote Global Classroom to provide students with access to NAE's global network.
- Ensure assessment data is used to monitor student progress and set targets;
- Ensure a consistent approach to assessment is achieved across Primary

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 staff to make use of the local environment within Guangzhou;
- Update Primary publications as required;
- Promote a positive image of the school within the Guangzhou community;
- Provide parents with regular workshops to explain Primary initiatives;
- Provide parents with opportunities for greater involvement in the life of the school

PERSONAL SPECIFICATIONS

- Recognised teaching qualification (e.g. PGCE, HDipEd, or equivalent).
- Hold a current Enhanced Criminal Records Bureau Disclosure for all countries lived in
- Compliance with visa requirements for working
- A commitment to safeguarding and promoting the welfare of all pupils, and a willingness to undertake appropriate child protection training when required.

Skills:

- Expertise in the designated subject area, with the ability to make complex topics accessible and engaging to adolescent learners.
- Proficient classroom management skills tailored to the developmental and social dynamics of students.
- Strong communication skills, essential for effective teaching, mentoring, and guidance of students in preparation for higher education or vocational paths.
- Competence in employing technology and digital tools for subject-specific learning and research.

Knowledge:

- Deep understanding of the curriculum, exam requirements, and effective teaching strategies for adolescents.
- Awareness of the challenges and opportunities in education, including career guidance, social-emotional learning, and student autonomy.

Attributes:

- A commitment to supporting students' academic and personal growth, helping them navigate the challenges of adolescence with empathy and understanding.
- The ability to inspire, motivate, and challenge students to achieve their full potential and prepare for their future careers or further education.



- A reflective and innovative educator, open to feedback and dedicated to continual professional development.
- A collaborative approach, willing to engage with colleagues, parents, and the wider school community to enrich the educational experience and support student success.

Other Requirements:

- Willingness to contribute to extracurricular activities and school events that support the holistic development of students.
- A professional demeanour, exemplifying integrity, respect, and responsibility as a role model for young adults.

PERSONAL ATTRIBUTES

As our team colleague, here's what we expect:

Collaborate with Empathy

You are a team player who shares your knowledge to help colleagues and students learn and grow.

You understand the culture, background and needs of others so everybody feels welcomed, included and accepted. You are self-aware – conscious of your impact on people and situations and adapt your behaviour so that you work collaboratively with others.

Communicate with Impact

You communicate openly, with transparency and kindness. You influence and encourage people to share their ideas. You make every effort to always understand your audiences to build trust and make a positive impact on students' lives.

Make Considered Decisions

Your decisions are made with the best interests of students, school communities, and the wider organisation in mind. You act with integrity using technology when you can, to generate data and insights that support your decisions.

Embrace Change

You are effective at working in changing environments and embracing change, which helps us to improve our schools. You can deal with ambiguity because you are adaptable and motivated to fulfil your responsibilities

Drive Growth

You are entrepreneurial and think strategically. You challenge yourself and others to deliver outstanding commercial performance, which leads to growth and exceptional student experiences.

CREATE YOUR FUTURE

We're [Nord Anglia Education](https://www.nordangliaeducation.com), the world's largest premium international schools organisation. Every day, our teachers and support colleagues help our thousands of students achieve more than they ever imagined possible.

A transformational education at one of our schools is focussed on excellent academic outcomes, creativity, wellbeing, and international connectedness. Our innovative use of educational technology also creates a personalised, 21st century learning experience for all students, while our global scale means we can recruit and retain the world's best teachers and offer unforgettable events and expeditions.

Our people are empowered to make a difference in their fields of expertise. Our fast pace of growth requires evolution and change from everyone, giving you the chance to define the role you do in the future. This challenges the learning agility of our employees and ensures every day brings interesting new experiences.



Founded in 1972 in the United Kingdom, our first international school opened in 1992 in Warsaw, followed by rapid growth across the world since the 2000s.

When you join our team, you'll become part of a global family of experts working for a fast-growing premium international brand.

At Nord Anglia Education, we are an equal opportunities employer dedicated to creating a diverse and inclusive workforce. In our schools and offices around the world, we treat all colleagues fairly based on their skills and qualifications, without discrimination.

We value individuals from all backgrounds, including those with different abilities and neurodivergent conditions, as well as those who identify with protected characteristics.

Nord Anglia Education is committed to ensuring the highest possible safeguarding standards in our schools and we expect every employee to share this commitment