

Role Title	Reports to
Deputy Principal Primary (responsible for Early Years and KS1)	Primary Principal
Purpose of the role	
<p>The Deputy Principal for Early Years and Key Stage 1 should be a highly flexible and dedicated educator. He/she will work with the Primary Principal and Deputy Principal for Key Stage 2 in leading BISP Primary School to the standards of excellence enshrined in the school's Philosophy and Objectives statement. As a member of the Senior Management Team, they should be committed to the development of the whole school, but will have special responsibility for Little Ducks to Year 2.</p>	
The specific duties of this position are listed below:	
<p>Knowledge and Skills - He/she should:</p> <ol style="list-style-type: none"> 1. Have a detailed knowledge of the school's Philosophy and Objectives statement and an understanding of how these principles are translated into practice in order to influence the ethos and decision-making process in the school. 2. Possess sound knowledge and a good understanding of the English National Curriculum and the EYFS; have a good knowledge of other international best practice. 3. Be highly organised, have the ability to get things done efficiently and use initiative. 4. Be able to work well as part of a team, displaying collegial management skills, and possess the ability to lead and inspire the teachers and teaching assistants. 5. Ensure that such leadership serves the aim of school improvement through raising the standards of teaching and learning in the school. 6. Possess the requisite skills to support the pastoral well-being of the students and staff. 7. Be an experienced classroom teacher. 8. Contribute to the writing of policy statements, development plans and other key documents involved in the management of the age phase. 9. Have the skills and knowledge to support staff development through coaching, consulting, collaborating and evaluating when necessary. <p>Roles and Responsibilities - He/she will be expected to:</p> <ol style="list-style-type: none"> 1. Grow a culture of collaboration and professional learning that impacts student achievement 2. Regularly meet with the Primary Leadership Team to facilitate the management of the Primary School 3. Regularly meet with the Senior Management Team to facilitate the management of the whole school 4. Take a lead role in contributing to the school's development plans and CIS accreditation process 5. Be fully involved in developing and carrying out the Primary School Action Plan 6. Attend and lead whole school, primary school and age phase meetings as necessary. 	

7. Oversee the admissions tests for new children coming into the age phase, working in co-operation with the Primary Principal and Year Leaders.
8. Ensure that appropriate measures are in place to promote respect and kindness
9. Be involved in the recruitment process for new teachers, including the evaluation of CVs and letters of applications and interviews.
10. Take a leading role in the induction and mentoring of new staff.
11. Oversee the performance of teaching assistants within the age phase
12. Organise cover for absent staff and keep appropriate records
13. Work closely with the Year Leaders, AEN Coordinator and EAL Coordinator to meet the above roles and responsibilities.
14. Effectively contribute to the continuity and progression of learning throughout the age phase and beyond, especially in the transitions between LDs and Nursery, Reception and Year 1, and between Year 2 and Year 3.
15. Oversee the effective provision of assessment, reporting and recording in the age phase (class and specialist teaching)
16. Maintain effective relations with parents of students in the age phase through regular communications.
17. Proofread newsletters and other forms of communications sent to parents by other members of the age phase.
18. Assist in the provision of after school activities for KS1; take at least one after-school activity per week
19. Co-operate with the Head Nurse, Refectory Manager and the Health and Safety Officer to maintain a safe and stimulating environment in the age phase in accordance with the relevant Health and Safety policies and procedures
20. Maintain appropriate standards of dress and behaviour for students and staff in the age phase
21. Take an active role in promoting the school in the wider community, being able to freely give time to support school productions and events, including time during the weekends and holidays when appropriate

Updated August 2019 by KP, BR and DN.		