

Role Profile

Role	Head of Primary	School	United School International
Direct Reports	Heads of Key stage and Primary Teachers	Reporting To	Executive Principal Orbital Education Board

Role Purpose

To act as a key member of the Senior Leadership Team, working with the Executive Principal and SLT to manage and develop a high quality International school, which achieves the highest professional standards and quality of education for all of its students. You will be responsible for promoting core school values, continual improvement in student attainment, and contributing to the school's overall success, through the success of the Primary school. The post holder will act as an excellent role model for the staff and students, promoting excellence, quality, and high expectations, by ensuring the highest levels of quality teaching in own classes, embodying the core values of the school.

This Role Profile sets out the core priorities and scope of the role, although is not intended to detail all specific duties.

Key Accountabilities

1. School Leadership and Strategic Direction

- Work collaboratively with the Executive Principal and other SLT members to support the delivery and implementation of the school vision, ethos, value statement and direction
- Inspire, challenge, motivate and empower others to work consistently to support the school's vision and core values
- Provide leadership, vision and direction that supports innovative teaching and learning, and secures high standards of achievement and a fulfilling and engaging environment for all students and staff
- Contribute to Senior Leadership Team meetings, actions, and decisions. Ensure messages from the Senior Leadership Team and Executive Principal, are clearly, and effectively communicated, and that personal actions consistently support SLT decisions
- Contribute to the delivery of whole school review & the school improvement plan, adopting a reflective approach and making recommendations for planning & actions which identify priorities for continuous improvement
- Establish and maintain positive working relationships with all school colleagues, all faculties, students, parents and other stakeholders which build the school community and support collaborative learning at all levels
- Collaborate with other Orbital schools and education professionals to share expertise & highlight good practice
- Regularly review own practice, taking responsibility for own personal development and the development of others
- Ensure appropriate confidentiality relating to the school and its operations

2. Teaching and Learning

- Develop, implement, and regularly review a broad and relevant primary curriculum, which embraces innovative approaches to teaching and learning, is at the forefront of best practice, research, new theories and methodologies
- Lead outstanding teaching and learning throughout the primary school, ensuring differentiated learning opportunities and strategies which support the needs of all students (including the gifted & talented, those with learning difficulties, behavioural challenges & EAL)
- Monitor and evaluate the Primary school curriculum to ensure it remains relevant, delivers quality and value for money, and forms a coherent link to the secondary school curriculum
- Ensure a safe and productive learning environment that is engaging and fulfilling for all students, meeting their appropriate needs
- Monitor and quality assure teaching quality, learning and assessment in line with policy & teacher standards
- Create and embed data management and benchmarking systems which monitor progress, raise standards, record and report student assessment, attainment, and performance data, to continually improve standards & attainment
- Organise yearly timetables and calendars of activities and events, ensuring duty rotas are in place, supervision plans are implemented, workloads are appropriately managed, and resources efficiently utilised
- Take responsibility and accountability for identified areas of leadership across the primary function, including analysis of student groups, progress data and target setting
- Conduct relevant observation activities, planning assessment, moderation and work scrutinies, ensuring appropriate oversight of reporting, homework and assessment policies and procedures
- Work with the Executive Principal to develop, lead and implement extra-curricular activities to support enrichment
- Fulfil the role of Primary Classroom Teacher, in addition to Head of Primary duties (*for which you will be provided with a management time allowance*)

3. Operational Management

- Report to the Executive Principal in respect of staffing, resourcing, budgetary and facility needs
- Ensure the day-to-day effective organisation and running of the Primary school including the deployment of staff as appropriate, and the organisation of staff cover for teacher absence.
- Lead effective leadership weekly meetings and weekly section meetings to ensure effective day to day management
- Represent the Primary section at all appropriate whole school functions, meetings and assemblies.
- Develop, lead and implement effective record keeping and communication across the Primary school
- Support the analysis of staff training needs, and actively lead, deliver and facilitate training which ensures colleagues are appropriately trained, skilled and qualified to conduct learning activities
- Deputise for the Executive Principal where required, taking full responsibility for the school in their absence
- Plan, organise, and chair (where directed) required meetings to ensure effective implementation of policies and practices, across the Primary school, collaborating with teams at all levels
- Support all other operational day to day tasks across the primary school including, although not limited to; managing parents' evenings, review parent and termly reports, ensure staff compliance, and managing complaints & responses
- Work with the Executive Principal to manage appraisal/performance management systems across primary school.

4. Safeguarding & Safer Recruitment

- Ensure compliance with Orbital Education's Safeguarding and Child Protection Policy to ensure appropriate management of all child protection issues and that the welfare of children is effectively safeguarded and promoted
- Ensure the highest levels of health, wellbeing and safeguarding are maintained, adhering to all regulatory, quality and divisional standards in your own practice, expecting the same of others and acting upon deficiencies to resolve potential issues or omissions (reporting and escalating to the Principal when necessary)
- Make appropriate referrals to the Executive Principal to ensure appropriate referrals to relevant safeguarding agencies, and that all notifications are reported and actioned in line with regulatory and legislative requirements
- Act as designated safeguarding lead for the primary phase

Person Specification

Skills, Knowledge, and Experience

- Bachelor's degree, PGCE (or equivalent), with post-graduate qualifications in education
- UK Qualified Teacher Status, with five years or more teaching experience
- At least two years leadership experience in a British or British International School (at middle leader level or higher)
- Relevant and up to date experience of developing and delivering a curriculum based upon the English NC
- Able to supervise and manage the performance of others
- Experience of developing and implementing procedures which measure the performance of others, and deliver measurable improvement in a school environment
- Experienced in promoting and delivering excellence and achieving outstanding outcomes in teaching and learning
- Evidence of supporting a school development plan, achieving measurable improvement
- Ability to work as part of a team and on own initiative with high levels of resilience and flexibility

Competencies

- **Accountable:** Acts with confidentiality and respect. Takes ownership of problems and encourages others to do so.
- **Strong Manager:** Can effectively supervise & manage, with clear expectations to deliver continuous improvements
- **Results Focused:** Motivated by goals and drives self to achieve. Encourages others to take the same approach
- **Values Development:** Takes responsibility for own development and readily supports other colleagues to develop
- **Professional expert:** Maintains awareness of standards, practices, and expectations to support their role
- **Analytical and creative:** Able to assess applicable strengths and weaknesses and understand data and information to make evidenced based decisions
- **Commercial:** Understands financial measures, metrics and constraints and knows how to operate within these
- **Strong Communicator (Written and Verbal):** Regularly communicates clear information with others and is able to convey a difficult message where required
- **Resilient:** Demonstrates resilience to respond to challenge.