

| Role Profile | | | |
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| Role | Head of Primary | School | Britannica Shanghai |
| Direct Reports | TBC | Reporting To | Principal |
| Role Purpose | | | |
| <p>To act as a key member of the Senior Leadership Team, working with the Principal to manage and develop a high-quality International school, which achieves the highest professional standards and quality of education for all of its students.</p> <p>The post holder will be responsible for promoting core values which ensure <i>students are happy, safe, and challenged in their learning</i> and that the school provides a secure foundation from which to achieve high standards in all areas. They will deputise for the Principal where appropriate.</p> <p>This Role Profile sets out the core priorities and scope of the role, although is not intended to detail all specific duties.</p> | | | |
| Key Accountabilities | | | |
| <p>1. Work collaboratively with the Principal to positively support the School's Leadership and Strategic Direction</p> <ul style="list-style-type: none"> Support the delivery and implementation of the school vision, ethos, value statement and direction, by managing in line with school and group level guiding statements 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 the delivery of high standards of achievement, which is fulfilling and engaging for all students and staff Contribute to Senior Leadership Team meetings, actions, and decisions. Ensure messages from the Senior Leadership Team, and Principal, are clearly, and effectively communicated, and that all personal actions are seen to 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, and with the wider community, to build a collaborative learning culture 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 <p>2. Teaching and Learning – progress and attainment reporting</p> <ul style="list-style-type: none"> Develop and implement a broad and relevant curriculum which embraces innovative approaches to teaching and learning, is at the forefront of best practice, and meets the needs of all students. Develop and implement effective strategies and tools to provide e-learning and the use of CANVAS as a Virtual Learning Environment. Ensure a safe and productive learning environment that is engaging and fulfilling for all students, monitoring and evaluating the curriculum to ensure it remains relevant and delivers quality and value for money 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, and a continuing desire to improve and learn Assist the development and implementation of differentiated learning opportunities and strategies to support the needs of all pupils Be responsible for ensuring appropriate opportunities are available for gifted & talented, those with learning difficulties, behavioural challenges & EAL Manage and Improve whole school curriculum areas which include; World Languages and EAL or any other department/ curricular area that is assigned by the Principal Embed data and benchmarking systems to monitor progress, raise standards, record and report assessment data, and ensure a continuous and consistent school wide focus on pupils' achievement, engaging support of parents Actively monitor the quality of teaching, learning and assessment in line with policy and ensuring quality assurance against teacher standards. Conduct allocated observation activities, planning assessment, moderation and work scrutinies, ensuring appropriate oversight of reporting, homework and assessment policies and procedures Develop improvement strategies and provide coaching to support team members to maximise their performance and potential - applying an equal measure of support and challenge to improve standards, and challenging underperformance at all levels to ensure effective corrective action <p>3. Operational Management</p> | | | |

- Deputise for the Principal where required, taking full responsibility for the school in their absence
- Ensure the day-to-day effective organisation and running of the school including the deployment of staff as appropriate, and the organisation of staff cover for teacher absence
- Support the efficient and effective management and organisation of the school environment to ensure that it meets the needs of the curriculum, maximises the strengths of the staff team
- Plan, organise, and chair (where directed) required meetings to ensure effective implementation of policies and practices, both across the school and also externally as required, collaborating with teams at all levels
- Take responsibility and accountability for identified areas of leadership including analysis of student groups, progress data and target setting
- Support all other business as usual operational day to day tasks, including, although not limited to; organising and participating in parents' evenings, review of parent and termly reports, ensuring staff compliance with school protocols, supporting the management and monitoring of complaints and responses
- Work with the Principal and SLT to manage accurate and timely appraisal and performance management systems, which includes quality coaching and mentoring and appropriate professional development for all staff, in line with the school improvement plan and performance management processes
- Support the analysis of staff training needs, and actively collaborate with Head of Secondary (Lead CPD), to deliver and facilitate training which ensures colleagues are appropriately trained, skilled and qualified to conduct learning activities

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 Principal to ensure appropriate referrals to relevant safeguarding agencies, and that all notifications are reported and actioned in line with regulatory and legislative requirements

This is in no way an exhaustive list and the post holder will be required to undertake additional duties to ensure the smooth day-to-day running of the school. They are also required to undertake any other duty as reasonably assigned to them by the Principal. This job description will be reviewed at least bi-annually as part of the Performance Management process.

24th November 2022