Job Description

Head of Primary School - (Pre-Nursery to Year 6)

This role involves leading the Primary School and managing the three phases of Early Years Foundation Stage, Key Stage 1 and Key Stage 2.

Status of the post

This is a senior leadership post, which carries with it membership of the Educational Leadership Team of the whole school. The post holder is accountable to the Principal.

Main Purpose of the post

- To provide and lead the strategic direction for the Primary School in line with the whole school vision and development plan and as directed by the Principal.

- To ensure that the standards of teaching, learning and attainment in all areas of school life within the Primary School reflect the school’s mission of providing the best of British education.

Professional responsibilities

The postholder will be required to exercise his/her professional skills and judgement to carry out, in a collaborative manner, the professional duties set out below:

1. Strategic Direction and Development of the Primary School – in co-operation with, and under the direction of, the Principal to:

   - Create a clear vision and positive ethos for the future of the Primary School, which embraces the purpose, mission and strategic targets set in the school’s mission and as detailed in the school development plan;
   - Create, implement and keep under review a Primary School Improvement Plan, that contributes to the Whole School Development Plan, to ensure that appropriate priorities and targets for the improvement of pupils’ learning, are identified and the necessary resources are clearly allocated;
   - Ensure all Primary Teaching Staff are committed to the school’s aims, and are motivated and involved in the achievement of the priorities and targets which the school sets for itself, and are provided with the necessary support and guidance in order to implement the relevant action plans successfully;
   - Ensure the management, finance, organisation and administration of the Primary School supports the improvement of standards in learning and teaching;
   - Monitor, evaluate and review the impact and effectiveness of the Primary School Policies and Whole School Policies as relevant to the Primary School, and take appropriate action or advise the Principal accordingly;
   - Ensure UK and International educational developments are implemented where relevant to the needs of the Primary School;
   - Manage change within the Primary School judiciously;
   - Inspire stakeholder confidence in the Primary School.
2. Teaching and Learning – to:

☐ Promote and maintain an environment within the Primary School that secures high standards of planning, organisation, teaching, learning, behaviour and achievement;
☐ Implement the English Early Years Foundation Stage and National Curriculum in a way that is relevant to the needs of the pupils and enables all pupils to achieve;
☐ Monitor and evaluate the quality of teaching and standards of learning and achievement for all pupils in the Primary School;
☐ Maintain and develop the Primary School’s extended curriculum and extra-curricular programme in collaboration with the Co-curricular Co-ordinator;
☐ Maintain and promote an effective partnership with Primary pupils’ parents to support and improve pupils’ achievement and personal development.

3. Leading and Managing staff – to:

☐ Ensure the professional duties of all teachers and teaching assistants within the Primary School, as defined in the terms and conditions of staff contracts, are fulfilled;
☐ Plan, allocate, support and evaluate work undertaken by groups, teams and individuals within the Primary School, ensuring clear delegation of tasks and devolution of responsibilities;
☐ Ensure systems are in place for the performance management of Primary School staff and that their effectiveness is monitored;
☐ Develop open and honest relationships with all staff, pupils and parents, providing information, support and objective advice as appropriate;

4. Effective deployment of staff and resources – to:

☐ Monitor and review the deployment of Primary staff such that the learning needs of groups and individual pupils are met;
☐ Work with the Principal to manage the recruitment of Primary School staff of the highest calibre;
☐ Lead, co-ordinate and monitor the Continuing Professional Development of Primary School staff, including support staff;
☐ Monitor and review the use of resources in order to ensure the principles of best value are achieved within the Primary School;
☐ Manage the school physical environment efficiently and effectively ensuring the school is a safe, healthy and attractive place for learning;
☐ Set appropriate priorities for the expenditure of the Primary budget

5. Accountability – to:

☐ Work closely with the Head of the Secondary School to ensure that all expectations, standards, procedures and systems are built on throughout the school and provide a natural progression for pupils and staff between the two schools;
☐ Work closely with the Principal, Head of Secondary and the Administration Staff on all operational matters related to the smooth running of the primary facilities;
☐ Provide information, objective advice and support to the Principal to enable him to meet his responsibilities;
☐ Continue to develop an organisation whereby all staff recognise that they are accountable to the success of the school;
Monitor and evaluate the performance of the Primary School, and regularly present coherent and accurate accounts to inform the School Evaluation Process and its stakeholders;

Ensure that parents and pupils are well informed about the curriculum, attainment and progress towards their targets;