



Job Description

This job description reflects the current requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and is subject to amendment in consultation with the post holder.

The offer of appointment is subject to satisfactory references and an Enhanced Criminal Records Bureau disclosure or equivalent and Health check.

Position	Head of Primary School
Reports to	Head of School
Appointment	Full time
Main characteristics	<p>BIST vision, mission and values are available on our school website and represent the core of what we aim to achieve in our school. The fundamental responsibilities of every staff member are to ensure they adhere to these values and they work constantly to translate them into daily school routine.</p> <p>The school's primary purposes are student safety, their emotional wellbeing and holistic development. Based on these principles we have divided the responsibilities attached to this job description, in five main categories: Leadership and Management, Teaching and Learning, Develop Self and Others, Contribution to the School Community, Marketing.</p>
General purpose	<p>The Head of Primary School will:</p> <ul style="list-style-type: none">• Provide professional leadership and will be responsible for the day to day management of the Primary School thus ensuring high quality education for all the pupils and a professional working environment for all staff members;• Implement policies and procedures meant to provide a safe working environment for all pupils;• Support the Head of School with the strategic development of the school;• Support the Head of School with building a culture of trust and support within the school;• Keep parents informed and involved in the process of their child development.
Key responsibilities	<p>Leadership and Management / The Head of Primary School will:</p> <ul style="list-style-type: none">• Articulate and implement the vision and values of the school;• Work with the Head of School to ensure the development and implementation of consistent approaches to resource planning, both human and physical;• Implement the school Self-Evaluation and annual Development Plan in the Primary School;• Lead by example, provide inspiration and motivation for the pupils, staff, and parents;• Provide educational vision and direction to secure effective teaching, successful learning and achievement by the pupils and sustained improvement in their spiritual, moral, cultural, mental and physical development and prepare them for the opportunities and experiences of life;• Promote good behaviour on the part of pupils, encouraging both self-discipline and a regard for authority;• Monitor, evaluate and review the effectiveness of school policies, priorities and targets;• Maintain effective and professional relationships with other educational establishments with whom the school has a relationship;• Ensure that there is commitment to promoting and safeguarding the welfare of children and that the appropriate policies and procedures are in place to meet this objective;• Run and attend weekly meeting as established within the Leadership Team. <p>Teaching and Learning / The Head of Primary School will:</p> <ul style="list-style-type: none">• Organise and implement the curriculum to meet the needs of the children;• Monitor and evaluate the quality of teaching and learning in the Primary School;



Key responsibilities

- Ensure that the structure and delivery of the curriculum is sufficiently differentiated to ensure that all pupils are given the opportunity to reach their full potential;
- Create and maintain an environment that promotes and secures good teaching, effective learning, high standards, good behaviour and discipline;
- Ensure that the progress of all pupils is monitored in order to set realistic targets for improvement;
- Encourage full participation in extra-curricular activities;
- Organise an appropriate system of pastoral care to ensure that each child is supported in such a way as to be able to achieve her/his potential;
- Implement and run the reporting and assessment procedures;
- Implement and monitor the school timetable and the enrichment programs;
- Oversee the extra-curricular activities, visits, field trips, clubs etc.

Develop Self and Others / The Head of Primary School will:

- Gain the trust and confidence of Primary School staff through the demonstration of effective leadership and management;
- Ensure a high quality of teaching throughout the school;
- Ensure all staff receive an induction appropriate to their role, are clear about their personal goals and targets and the contribution expected of them;
- Inspire and enable all staff to develop expertise in their respective roles through continuing training and development;
- Ensure that communication channels exist, enabling all staff to receive information they need in order to carry out their professional duties;
- Regularly review their own practice, set personal targets and take responsibility for their own personal development.

Contribution to School Community / The Head of Primary School will:

- Get involved in the school community and encourage students and teachers to constantly seek ways to get involved and try to make a difference;
- Contribute to a positive and collegial environment, promoting harmony and common purpose in the school;
- Communicate regularly and positively with parents via meetings, reports and emails;
- Run and actively participate in school meetings for administrative and curriculum purposes to facilitate information sharing and collaborative planning;
- Attend special school events as required to contribute to the sense of team work, community spirit and to mark celebrations or special events;
- Provide workshops for parents and/or teachers as needed or requested;
- Contribute with articles for the school newsletter or school magazine;
- Implement, monitor and take part in extra-curricular activities;
- Run weekly assemblies;
- Perform any additional duties that are within the employee's areas of expertise and qualifications, and that are in furtherance of BIST's mission, assigned by the Head of School.

Marketing / The Head of Primary School will:

- Liaise with the Head of School and Admission Officer with regards to the organisation of marketing events to promote the school;
- Develop and maintain relevant links within the local community;
- Oversee the organisation of Open Days for prospective parents and new entrants;
- Support with the Primary School admissions;



Professional Qualifications	<ul style="list-style-type: none"> • Relevant degree for this position • Teaching qualification • Up-to-date police check • English language proficiency • Evidence of continuous professional development
Experience	<ul style="list-style-type: none"> • Relevant experience in a similar position is required
Personal Characteristics	<ul style="list-style-type: none"> • Collaborative, inspirational leader with proven ability to build positive working relationships; • Authority and ability to inspire confidence in teaching, pupils and parents alike; • Self-motivated, flexible and adaptable to change; • Ability to interact well with people at all levels and build positive relationships; • Very good organizational and IT skills; • Passionate about teaching and working with children; • Have an engaging personality and teaching style; • High expectations of children, staff and themselves; • Team player and like to share good practice; • Positive attitude and solution orientated; • Keen to provide an engaging, stimulating and supporting learning environment.
Key Performance Indicators	<p>The Head of Primary School</p> <ul style="list-style-type: none"> • Leadership – effectively leads the school development and implementation of a plan of action for monitoring the curriculum and implementing instructional and assessment strategies that enhance learning and teaching; • School Climate – develops and nurtures an internationally minded, balanced, academically rigorous, positive, safe school climate; • Human Resources – selects, assigns, develops, evaluates, and retains quality personnel; • Organizational Management – supports, manages, and oversees the organization, operation, and use of resources for her/his area of responsibility; • Communication and Community Relations – effectively communicates and collaborates to promote understanding, support and continuous improvement of the school’s programs and services aligned with the school’s mission/vision; • Professionalism – demonstrates behaviour consistent with legal, ethical, and professional standards, engages in continuous professional development, and contributes to the profession; • Student Progress – leadership manner results in student progress consistent with the school’s mission and school-wide goals; • School Growth – fulfils her/his roles at her/his best in order to ensure students retention and school growth; • Decision Making / Problem Solving – effectiveness in understating problems and making timely, practical decisions; • Managing Change and Improvement – effectiveness in initiating changes, adapting to necessary changes, identifying new methods and generating improvement; • Personal Appearance – neatness and personal hygiene are appropriate for the role; • Dependability – complies with instructions and performs under normal and unusual circumstances; consider record of attendance and punctuality; • Safety – individual’s work habits and attitude as they apply to work safety; consider their contribution to accident prevention, safety awareness and ability to keep the workplace safe and tidy.