

The British Overseas School Job Description

Job Title: Head of Primary



A. Introduction

All jobs within The British Overseas School are designed to support the vision of the School.

“The British Overseas School aims to be recognized internationally as a leader in the provision of modern, high quality UK education. To achieve this we are committed to creating an educational ethos and environment from which the whole school community will benefit in terms of their learning, development and growth. We believe that our students will leave us as creative, constructive and responsible members of the international community instilled with enough enthusiasm, passion and ambition to last a lifetime.”

The BOS views all its employees as “teachers” inasmuch as it recognises that the service provided, whether inside or outside a classroom, supports an environment in which children should see and benefit from professional and dedicated behaviour. All employees of The BOS contribute to those intangibles of tone and ethos which can have a profound impact upon a student.

No job description can adequately describe all the tasks that might form part of a colleague’s duties – especially one in a senior leadership role. However, it is important that the broad roles of the job be described, for this can help colleagues to understand their job, and it can also help with staff appraisal for it provides the criteria against which a colleague can be measured both by themselves and by their supervisor. It should be remembered that jobs tend to evolve and change over time. Therefore, this job description will need to be reviewed and updated from time to time.

B. Accountability

The Head of Primary will report directly to the Principal.

C. General Requirements

Employees at The BOS are expected to:

- Be supportive of the ethos of a school and helpful in advancing the mission of The BOS.
- Be good ambassadors for the School.
- Work well on their own and be pro-active in the fulfilment of their duties.
- Work well collegially and be able to promote harmony and wellbeing within the workplace.
- Have good interpersonal skills and be able to work in a friendly and cooperative manner with colleagues.
- Support Equal Opportunity, adhere to Occupational Health and Safety guidelines, and fulfil their duty of care.

- Adopt behaviour which is supportive of other colleagues irrespective of their race, culture or background.
- Contribute to their professional development and seek to improve those skills which will be drawn upon in the fulfilment of their role within the School.
- Be good role models in terms of personal hygiene, grooming, language and punctuality.
- Possess the very highest standards of integrity and honesty.

D. Whole School Strategic Leadership

The Head of Primary (HoP) is responsible for promoting whole school aims through the Whole School Leadership Team (WSLT).

The HoP is an important part of the WSLT, which is responsible for setting the direction of the whole school and ensuring that all parts of the school are moving in the same direction.

E. Primary School Strategic Leadership

The HoP will lead the Primary Leadership Team in developing primary school improvement plans, which will be in accord with whole school priorities and be rooted in the whole school's vision.

The HoP will work with the PLT to ensure the efficient and effective implementation of the improvement plans through:

- The clear communication of the vision for the primary school
- Collegial and distributed leadership
- Clear and achievable objectives
- The implementation and application of systems for monitoring and accountability
- The use of appropriate data

F. Primary School Day-to-Day Leadership

a) School Culture

The HoP will lead the whole primary school to ensure the continued enhancement of a culture that:

- espouses high expectations for learning at every level,
- fosters a positive mindset and self-belief
- challenges to seek improvement
- inspires confidence

- encourages engagement and initiative
- generates a safe and supportive environment
- values respect, politeness and good manners

b) Curriculum

The HoP will lead, with the PLT, the development of the primary school's curriculum. This to include: curriculum review and evaluation, as well as the implementation of curriculum enhancement through effective and efficient use of resources.

The HoP will take a broad view of the curriculum that encompasses the full range a child's experiences at the BOS. This will include enrichment activities, the arts, sports and travel.

c) Teaching & Learning

The HoP will be the leader of teaching and learning in the primary school, and be able to set a good example in both.

The HoP will be responsible for ensuring a high standard of teaching throughout the primary school. This will include monitoring teaching standards as well as developing appropriate CPD plans to enhance quality.

The HoP will inculcate the notion that everyone at the BOS is a learner and help to develop CPD plans that are appropriate, interesting and stimulating.

d) Assessment

The HoP will be responsible for leading the assessment of student levels of achievement throughout the primary school – academic and non-academic. This will include internal and external assessments. Assessment data will be analysed and used to inform improvement planning.

e) Staffing

The HoP will, in conjunction with the PLT, be responsible for ensuring that the primary school is appropriately staffed to meet the requirements of the curriculum and our learners.

The HoP will be responsible for leading the implementation of the school's Performance Management System throughout the primary school. This to include recruitment, induction, appraisal, formulation of CPD needs and disciplinary action when necessary.

G. Relationship Building with Primary School Parents

As in any school, our parents are a very important part of our community and are expected to be partners in every aspect of the education of their children.

With this in mind, the HoP is expected to build strong relationships with the parent community. This will include the organisation of regular workshops to facilitate more effective parent understanding and contribution, encouraging parents to volunteer to help the school, liaising with Class Parent Coordinators and the PTA, as well as addressing parents' every day concerns.

H. Admissions

The HoP will oversee the assessment procedure for children seeking admission in the Primary Department. Discuss outcomes with the Principal and manage new students' entry into the school.

I. Class Teaching

The HoP may carry a teaching load as determined by the Principal.

When carrying out teaching duties the HoP's duties will be governed by the 'Class teacher' job description.

J. Miscellaneous

The post holder will also perform other duties which may be reasonably assigned from time to time by the Principal.