



## Head of Primary

**Job Purpose:** To offer leadership, inspiration, guidance and strategic vision; to manage the day-to-day routines of the Primary School; to play a major part in the strategic direction of the whole school and to work effectively as a key member of the Senior Management Team.

**Responsible to:** Principal

### Responsibilities:

#### Teaching and Learning

- To organise and oversee the curriculum for Kindergarten to Year 6 and ensure it is in accord with the mission statement and aims of the school.
- In conjunction with the Head of Secondary, plan a coherent curriculum
- Check that the team plans and prepare programmes of study appropriate for their students
- To liaise with EAL and SEN personnel to ensure appropriate individualized programmes of study.
- There will be a timetabled teaching commitment to showcase excellent teaching practice.
- To ensure classes are supervised and teachers arrive promptly.

#### Student Performance

- To monitor and raise the academic standards of teaching and learning across the Primary School.
- To ensure maintenance of pastoral and academic records for each child.
- To co-ordinate assessment and tracking for Kindergarten to Year 6.
- To help ensure that accurate interim and summative reports are produced and sent to parents.
- To ensure that formative and summative records are available for class teachers from one year to the next.

- To interpret assessment results.
- To oversee the tracking of students from KG to Year 6 and to provide a summary showing progress of students at the end of the academic year.
- To be responsible for the pastoral welfare of Kindergarten to Year 6.
- To be the first point of referral for discipline issues.

#### **Administrative**

- To co-ordinate the pastoral/academic team for Kindergarten to Year 6 and chair Pastoral/Academic meetings with the team.
- To contribute to the work of the Senior Management Team and attend SMT meetings as required.
- In conjunction with the Principal, to oversee admissions into Kindergarten to Year 6 and the allocation of children to classes.
- To work with SMT on the construction of the timetable.
- To co-ordinate the preparation of necessary leaving documents.
- To supervise the Duty Teams
- To organize an induction programme for children joining Kindergarten to Year 6
- To ensure deadlines are met.
- To deputise for the Principal in times of absence.
- To manage an allocated budget and organize purchasing for Kindergarten to Year 6 both locally and abroad.
- To ensure health and safety standards are met in the Primary School and the premises are well presented and provide a stimulating environment for students.
- To ensure a smooth transition for students moving from Year 6 to Year 7

#### **Professional Development**

- To recommend to the Principal, INSET requirements for teachers
- To promote effective and relevant training for staff
- To participate in the school appraisal system and appraisal of colleagues

#### **Communication**

- To be first point of contact with parents
- To organise parent and information evenings
- To ensure close liaison with other leaders responsible for the Pastoral and Academic Administration of the Secondary School

**Marketing**

- Work with the Principal and Admissions and Marketing teams to retain and grow student numbers
- In conjunction with the Principal, to promote the Primary School in the community and represent the school at conferences and public meetings
- To ensure that all materials relating to the Primary School published to parents and students are appropriate and of good quality

**Other Commitments**

- To undertake duties as determined by the Principal