

Role Profile			
Role	Head of Primary	School	British School Quito
Direct Reports	TBC	Reporting To	Principal
Role Purpose			
<p>To act as a key member of the Senior Leadership Team, working with the Principal and SLT 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 school values, continual improvement in student attainment, and contributing to the school's overall success, through the success of the Primary school. 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 – All Roles			
<p>Work collaboratively with the Principal, Head of Secondary and SLT to positively support the school's and strategic direction</p> <ul style="list-style-type: none"> Support the delivery and implementation of the school vision, ethos, value statement and direction 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 Inspire, challenge, motivate and empower others to work consistently to support the school's vision and core values 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 and the school improvement plan, adopting a reflective approach and making recommendations for planning & actions which identify priorities for continuous improvement Work with the Principal to manage accurate and timely appraisal and performance management systems across the primary school, which includes appropriate professional development for all staff, in line with the school improvement plan and performance management processes Establish and maintain positive working relationships with all school colleagues, students, parents and other stakeholders which build the school community and support collaborative learning at all levels Collaborate with other Orbital schools and education professionals to share expertise and highlight good practice Regularly review own practice, taking responsibility for own personal development and the development of others • Ensure appropriate confidentiality relating to the school and its operations Collaborate and support marketing team to promote school events, newsletters, webinars, workshops and articles etc Work closely with admissions team to meet with families, provide tours and ensure strong recruitment process for student numbers <p>2. Teaching and Learning</p>			

- **Lead outstanding teaching and learning throughout the primary school** inclusive of the languages department
- **Actively monitor the quality of teaching, learning and assessment** in line with policy and ensuring quality assurance against teacher standards
- 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, embodying the core values of the school and a continuing desire to improve and learn
- **Develop, implement, and regularly review a broad and relevant primary curriculum**, which embraces innovative approaches to teaching and learning, is at the forefront of best practice, research, new theories and methodologies
- **Monitor and evaluate the Primary school curriculum** to ensure it remains relevant, delivers quality and value for money, and forms a coherent link to the secondary school curriculum
- Take responsibility for the **analysis** of student groups, progress data and target setting
- Ensure a **safe and productive learning environment** that is engaging and fulfilling for all students, meeting their appropriate needs
- As part of the SLT, organise **yearly timetables for teachers and yearly calendars** of activities and events across the primary function, ensuring **duty rotas** are in place, supervision plans are implemented, **workloads are appropriately managed, and resources efficiently utilised**
- Ensure **data and benchmarking systems monitor progress, raise standards, record and report student assessment, attainment, and performance data**, to ensure a continuous and consistent focus on pupils' achievement
- Conduct relevant observation activities, **planning assessment, moderation** and work scrutinies, ensuring appropriate oversight of reporting, homework and assessment policies and procedures
- Support the development and implementation of differentiated learning opportunities and strategies across the whole school, which support the needs of all pupils
- Teach approximately 5 hours per week and cover where necessary

3. Operational Management

- Ensure the **day-to-day effective organisation** and running of the Primary school including the deployment of staff as appropriate, and the organisation of staff cover for teacher absence. Report to the Principal in respect of staffing, resourcing, budgetary and facility needs
- Lead effective **leadership briefings and meetings** to ensure effective day to day management of all Primary school issues.
- **Represent the Primary section** at all appropriate whole school functions and meetings
- **Lead Primary school assemblies**
- Develop, lead and implement **effective record keeping and communication** across the Primary school
- Keep the Principal **adequately informed of performance** against key objectives and milestones, or any other issues as required to support them in their role
- **Deputise for the Principal** where required, taking full responsibility for the school in the absence of the Principal
- Support all other operational day to day tasks across the primary school 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**

4. Safeguarding and 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

The post holder is expected to actively contribute towards the school and involve themselves in the life of the school at all levels. This includes, although is not limited to; supporting the school's ECA programme by offering commitment to an after school club and/or extra-curricular events, & fulfilling the role of Form tutor as applicable/ required.

The post holder is also expected to carry out any other duties as reasonably requested or required by the Principal to ensure the effective running of the school.

Person Specification

Skills, Knowledge, and Experience

Bachelor's degree, PGCE (or equivalent), with post-graduate qualifications in education

- UK Qualified Teacher Status, with five years or more teaching experience
- At least two years leadership experience in a British or international school
- Relevant and up to date experience of developing and delivering a curriculum based upon the English NC
- Able to supervise and manage the performance of others
- Experience of developing and implementing procedures which measure the performance of others, and deliver measurable improvement in a school environment in particular with use of GL Assessments.
- Experienced in promoting and delivering excellence and achieving outstanding outcomes in teaching and learning
- Evidence of supporting a school development plan, achieving measurable improvement
- Ability to work as part of a team and on own initiative with high levels of resilience and flexibility

Competencies

- **Accountable:** Acts with confidentiality and respect. Takes ownership of problems and encourages others to take the same approach
- **Strong leader and manager:** Can lead and inspire, effectively supervise and manage, with clear expectations to deliver continuous improvements
- **Results focused:** Motivated by goals and drives self to achieve. Encourages others to take the same approach
- **Values development:** Takes responsibility for own development and readily supports other colleagues to develop
- **Professional expert:** Maintains awareness of standards, practices, and expectations to support their role

- **Analytical and creative:** Able to assess applicable strengths and weaknesses and understand data and information to make evidenced based decisions
 - **Commercial:** Understands financial measures, metrics and constraints and knows how to operate within these
- Strong communicator (written and verbal):** Regularly communicates clear information with others and is able to convey a difficult message where required

This is in no way an exhaustive list and you will be required to undertake additional duties to ensure the smooth day-to-day running of the school. You are also required to undertake any other duty as reasonably assigned by the Principal and this role profile may be reviewed and amended to ensure it continues to meet the needs of the school.

Performance against the accountabilities detailed within this job description will be reviewed at least bi-annually as part of the Performance Management process.