



## **Bromsgrove International School**

### **Job Description – Head of Primary**

*The Head of Primary sits on the Senior Management Team which meets on a weekly basis.*

**Reporting to:** Headmaster

#### **Major Responsibilities:**

The Head of Primary is directly responsible to the Principal in upholding the philosophy of the school and will have delegated authority for academic and pastoral leadership in order to ensure the smooth operation of the Primary Department. While Bromsgrove remains a small school, the Head of Primary may have daily teaching commitments. The Head of Primary shall act as an exemplary model to all staff in the Primary Department in terms of outstanding teaching practice, departmental management and sound leadership. He or she should be available to all staff and Primary parents and be viewed as efficient, decisive and approachable.

#### **1. General:**

- Meet and chair Primary staff meetings on a regular basis. Prepare an agenda and ensure that minutes are recorded and circulated to all Primary staff members.
- Be responsible for classroom assistants where appropriate and ensure that their timetables and duties are clear.
- Take overall responsibility for all disciplinary matters within the Primary School.
- Work with the Principal to organise the efficient running of the staff INSET days each academic year.
- Work with the Head of Secondary to write and maintain timetables for all teachers and classes.
- Undertake exercise book scrutinies each term to ensure the BIST marking policy is being followed.
- Be responsible for the Primary element of the duty rota and ensure a fair and transparent allocation of duties relative to teaching and responsibility loads. Coordinate this with the Head of Secondary.
- Organise weekly Key Stage assemblies in coordination with the teachers.
- Organise the placement of all Primary children in appropriate classes for the commencement of the academic year.
- Take a leading role in organising events such as Book Fairs, Prize Giving Day, Loy Krathong, concerts, termly Parent/Teacher conferences, Primary School plays etc.
- Ensure that all school trips are appropriate to the curriculum, are safe and are correctly staffed.
- Work with the Principal to develop and maintain all school policies.

**2. Curriculum:**

- Monitor, evaluate and develop all curriculum documentation, based upon the ENC, to ensure that, whilst high standards are expected, these are introduced within a supportive and caring classroom environment.
- Work co-operatively with the Principal, Head of Early Years, Head of Secondary and all other key personnel to ensure curriculum continuity and progression throughout all sections of the school.
- Monitor all aspects of the curriculum within the Primary School.

**3. Resources:**

- Manage the Primary School's resources prudently and equitably, ensuring that any established financial boundaries are maintained and that all resources, including those from the Library, are returned at the end of the academic year.
- Prepare the yearly requisition for all Primary equipment and books and ensure that ordering deadlines are met.

**4. Parents:**

- Communicate effectively with parents on all issues. Seek the Principal's advice on appropriately delicate issues.
- Ensure that all reporting deadlines are met and that sufficient time is allowed to check and proof-read each report
- Organise the distribution of reports to parents.
- Meet new parents, test and interview new students and place in classes if successful in their applications.
- Share responsibility with the Principal for overseeing the writing of the BIST Newsletter and write an appropriate Head of Primary section for each.

**5. Assessment:**

- Develop and implement the BIST Primary School Assessment Policy, outlining the principles and practices which will provide consistency throughout the school and age-appropriate and varied methods of assessing pupils' learning and performance.
- Ensure that all assessment results are recorded and analysed.

**6. Staffing:**

- Advise the Principal of Primary staffing needs.
- Assist the Principal with the recruitment of new Primary staff.
- Oversee the Appraisal programme for all Primary staff.

**7. Marketing:**

- Play a key role in promoting the school at marketing events – both internal and external.

**8. Responsible for:**

- Subject Coordinators, Primary Teachers and Teaching Assistants.