

**JOB DESCRIPTION: VICE PRINCIPAL – HEAD OF PRIMARY SCHOOL**

<b>PURPOSE:</b>	To play a major role under the auspices of the Trustees and under the overall direction of the Principal.
<b>RESPONSIBLE TO:</b>	<b>Principal</b>
<b>WORKING TIME:</b>	<b>Full time</b>

**Summary of Responsibilities**

**Job Purpose:**

- Leading the Primary School Teaching and Learning, holding responsibility for educational standards across the Primary School.
- Lead Pastoral Care, with oversight of the behaviour and welfare of all pupils in the Primary School.
- Be a member of the School Leadership Team (SLT), Academic and Exam Board (AEB) and other staff teams as appropriate
- To contribute to the development of policy and planning for the school;
- Leading the development and monitoring of policies relating to the Primary School's Teaching and Learning and ensuring that the school's practice reflects those policies;
- Leading and managing the provision of a pioneering, creative and stimulating curriculum for the Primary School;
- Leading, managing and developing the teaching expertise, professional development and well-being of all Primary School staff;
- Establishing high standards of student achievement and behaviour throughout the Primary School;
- Leading the Primary School self-evaluation and development planning process.

**MAIN DUTIES**

- The Teaching and Learning in the Primary School;
- The creation and monitoring of policies relating to teaching and learning in the Primary School;
- The monitoring, evaluation and review of Teaching and Learning in the Primary School;
- The development and training of all stakeholders with regards to teaching and learning in the Primary School.
- Play a major role under the overall direction of the Principal in formulating and reviewing the School Improvement Plan and the aims and objectives of the Primary School by: establishing the policies through which they shall be achieved; leading and managing staff and resources to that end; monitoring progress towards targets
- Assist the Principal as required and to deputise when necessary.
- Deputise as necessary for other members of the School Leadership Team when needed.
- Assist the Principal in compiling, proposing and overseeing the Primary School financial budgets on an annual basis.
- Be responsible for the professional and personal support of Primary School teaching staff.
- Be a member of the Academic Board and Examinations Board

**Operational/Strategic Planning:**

- To assist in whole school development planning and the completion of the School Evaluation Form (SEF) and School Improvement Plan (SIP);
- To attend meetings of the Trustees and its committees as required.

**Managing the Organisation and Resources:**

- Work with the Principal and Trustees to develop and implement policies and procedures necessary to achieve the aims of teaching and learning in the school;
- Work with the Principal to recruit staff of the highest calibre;
- Manage efficiently and effectively the financial and material resources needed to deliver the teaching and learning in the school;
- Ensure the environment and learning resources of the school reflects its learning ethos;

**Leading Learning and Teaching:**

- Lead the Teaching and Learning strategy across the Primary School
- Have responsibility for the policies and procedures for the Primary School curriculum, teaching and learning, assessment, recording and reporting.
- Oversee the development, organisation and implementation of the Primary School's curriculum.
- Ensuring that the learning and teaching provided by different teaching teams form a coordinated, coherent curriculum entitlement for individual pupils.
- Ensuring that information on pupil progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers and to aid Governors in their management of the school.
- Ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided for in this all-through school by liaison with fellow school leaders, teachers and support staff.
- Oversee the planning and allocation of resources designed to facilitate the planned curriculum, including advising the Principal on current/anticipated needs for staff and other resources.
- Oversee the planning and co-ordination of a Primary School homework policy and the administration of a homework timetable.
- Oversee pupil assessment and the monitoring of academic standards.
- Provide guidance and support to Primary Staff in implementing schemes of learning and ensure that statutory and school policies are being met.
- Ensure that arrangements are in place for the identification and support of children of all abilities.
- Contribute to teaching in the school as an excellent practitioner, undertaking an appropriate programme of teaching;
- Plan, implement and evaluate a challenging, stimulating, creative and exciting holistic curriculum for all SMMIS students, including appropriate robust systems for assessment and tracking
- Work across the school with other senior staff to ensure consistency of behaviour management, expectations and attendance; work with relevant staff to establish appropriate mechanisms to identify and support students with special educational needs.

**Pastoral Care**

- Lead the development, organisation and implementation of policy for the personal and social development of Primary School pupils including pastoral care and guidance.
- Assist the Admissions Team to ensure the effective induction of Primary School students and the determination of appropriate pupil groupings.

- Promote standards of conduct, discipline and proper regard for authority and the encouragement of good behaviour among Primary School pupils.
- Develop a culture of high attendance and high achievement.
- Handle individual pupil disciplinary cases that may arise.
- Ensure a high level of provision for the pastoral needs and well-being of every pupil.
- Liaise with parents, carers and external agencies as required.
- Be a part of the Safeguarding Team

**Staff Development and HR:**

- Undertake Appraisal Reviews and to line manage staff and Faculties within the school as designated.
- Line management of all Primary School staff and oversight of discipline matters.
- Have oversight of the Primary School's PRD appraisal system for the purpose of informing personal professional development and performance management.
- Participate in the recruitment and development of teaching and non-teaching staff
- As a senior member of the Leadership Team, ensure effective delegation with the school so that all staff are motivated and developed to perform their roles to the highest standards;
- Promote staff development through appropriate training and a programme of annual performance management for assigned staff;
- Create effective partnerships with parents/carers and other schools;
- Work with external organisations to ensure that resources and training needs in General Studies can be met effectively;

**School Community Links:**

- Work with the Senior Leadership team to promote community cohesion within the school, the local Jewish and non-Jewish communities, in Singapore and global communities;
- Ensure that the secular curriculum meets the needs of the whole community of SMM;
- Seek opportunities to invite families, community figures and organisations into the school;
- Work with experts from across the community, and encourage them to participate in the Education of the school to enhance and enrich the curriculum and life of SMM;
- Explore the possibilities within the community to provide extended service provision for students and others in the SMM community;
- Work with the Principal and Trustees to promote the school to potential students and staff;
- Undertake other duties and responsibilities as directed by the Principal.

**Other Specific Duties:**

- Any other duties as required by the Principal

**Person Specification: Vice Principal – Head of Primary School**

**Person Specification**

**A. Qualifications and Experience (essential)**

- Qualified Teacher Status (QTS) or equivalent teaching qualification from home country
- Degree, or equivalent, in specialist subject or a related subject
- At least 10 years' outstanding teaching and leadership experience in the Primary age range, in an international setting

- At least 5 years' leadership experience

**Desired**

- NPQH or equivalent school leadership qualifications
- Additional higher educational leadership qualifications e.g. MA or MEd
- EduTrust accreditation experience an advantage

**B. Knowledge, Understanding, Skills and Abilities**

- A clear and proven commitment to the ethos and values contained in the SMMIS ethos statements and capacity to develop and promote this within the school
- A sound understanding of how students learn, how teachers can best teach and how to achieve high standards
- Knowledge and understanding of schools; knowledge and understanding of legislation and ongoing developments in education in the International Sector
- Ability to demonstrate a commitment to safeguarding, pastoral care and the promotion of high standards of positive behaviour
- High levels of communication skills both oral, written and in ICT

**C. Personal Qualities**

- A team player respected by others
- Ability to act quickly and sensitively under pressure, to keep calm in difficult situations, deal with stress and absorb pressure
- Ability to manage own workload appropriately, with the enthusiasm, stamina and passion to enthuse and motivate others with regard to all aspects of the education of the school.
- Open and constructive, accepting of feedback and always willing to learn
- Excellent interpersonal skills, a sense of humour and a willingness to make him/herself approachable to all members of the school and the wider community; a 'can do' positive approach
- The ability to prioritise, evaluate and manage financial and human resource