



THE BRITISH INTERNATIONAL SCHOOL OF JEDDAH

HEAD OF PRIMARY SECTION

JOB SPECIFICATION

Line Manager: Director

Purpose of Job: The core purpose of this role is to provide professional, highly effective leadership and management that will achieve outstanding results in all aspects of Primary Section life. The Head of Primary promotes an inspiring vision and clear direction that is shared by all members of the Primary Section, Primary Senior Leadership Team and Executive Leadership Team. Ultimately, the Head of Primary is responsible for ensuring that the curriculum, teaching and assessment practices inspire high levels of engagement, achievement and progress for students of all abilities.

Key Relationships: Director, Executive Leadership Team, Primary Senior Leadership Team, Department Heads, Primary Students and Parents, Admissions Manager, External Agencies and Service Providers, Primary Teachers and Support Staff.

Strategic Leadership

- Promote BISJ's mission of "Learning to live, Learning to learn, Learning to lead."
- As a member of the Executive Leadership Team, help develop whole school strategic direction and contribute to whole school development plans.
- Promote an inspiring whole school vision dedicated to high standards that is shared by all members of the Primary Section.
- Initiate, prioritise and lead Primary Section improvement activities through effective strategic leadership and planning which supports the vision, mission and values of BISJ.
- Display a high level of professional competence in all areas of responsibility.
- Communicate a clear view of the Primary Section's aims so that all staff know what is required of them and are competent and committed to achieving the school's goals.
- Distribute leadership effectively to achieve high standards of learning and personal development by creating an ethos of collective responsibility and mutual support.
- Inspire and empower middle leaders, teachers and support staff by clearly defining all roles and aligning these roles with school priorities.
- Be receptive and respond to external evaluation of the school and manage the process professionally and very efficiently with your senior colleagues.
- Work effectively with Board of Director's and BISJ's Heads of Section to ensure informed and responsive decision making, which help to direct change and effective management of school resources.
- Ensure that the levels of students' attainment and the quality of teaching successfully align with the Primary Sections promise to parents.



- Clearly and comfortably delegates work, trusting and empowering others to perform.
- Provide regular feedback and motivation to others to successfully achieve their targets.
- Encourage others to contribute, creating a spirit of teamwork and opportunities of cooperation and collaboration between departments.
- Contribute time and expertise to the professional development of BISJ teachers and leaders.

Parent, Student and Community Relationships

- Be responsible for the safety and well-being of all students through positive recognition and high expectations for behaviour and conduct.
- Monitor and promote outstanding attendance and punctuality across the Primary Section.
- Inform the Director of any serious student incidents or parent concerns and work collaboratively with the ELT to resolve issues in a timely and respectful manner.
- Build and maintain relationships with Primary Section parents and the community through regular and appropriate communications with all members of the school community, both internally and externally.
- Market the Primary Section to the local and wider community with the aim of recruiting new students and retaining existing students.
- Develop knowledge of the education market in Saudi Arabia the Middle East, monitoring trends over time in order to remain competitive.
- Engage Primary Section parents as active partners in their children's learning.
- Encourage positive and regular participation of Primary Section parents at school events.
- Consult the parent community about the work of the Primary Section on a regular basis and ensure that parents views are received respectfully and help guide the school's development.
- Ensure that the Primary Section uses a wide range of effective methods, including technology, to communicate with parents by promoting two-way communication.
- Ensure that parents receive regular reports of their children's progress and attainment that include next steps for learning.
- Develop strong community partnerships that effectively support all students' development and improve students' learning experiences.
- Focus on identifying and meeting community (staff, parents, students) needs by taking their interests and complaints seriously.
- Consider the implications of decisions on the community (staff, parents, students, BISJ) and act accordingly.
- Ensure a proactive approach in delivering operational excellence focused on extra-ordinary service across all aspects of school life.
- Connect school events to local community events so that students and parents have the opportunity to participate in the broader local events.



Self-Evaluation and Improvement Planning

- Ensure that the Primary Section's academic programme is fit for purpose and challenges students of all abilities.
- Involve all Primary staff in systematic, rigorous self-evaluation with the explicit purpose of improving the quality of students' experiences and their standards of attainment.
- Take positive steps to gather the views of Primary Section parents, students and others about the quality of service provided by the school.
- Work collaboratively with external bodies and the Senior Leadership Team to maintain outstanding results on school accreditations, inspections and evaluations.
- Monitor teachers' plans, evaluate students' classroom experiences, track students' attainment and evaluate progress towards meeting agreed targets.
- Monitor the performance of all teaching and support staff in the Primary Section.
- Ensure that self-evaluation provides valid, comprehensive and reliable analysis for identifying key priorities for the preparation of the improvement plan and involves Primary staff, parents and students as appropriate.
- Ensure that middle leaders and teachers collect and analyse appropriate and accurate information from within the school as well as data for external sources, including international assessments and stakeholder surveys.
- Ensure that middle leaders and teachers set aspirational, yet realistic goals aimed at improving students' performance.
- Ensure that all improvement activities are focused on creating impact and raising quality in the Primary Section.
- Monitor and manage change quickly, flexibly, and successfully.
- Prioritise and act upon a manageable number of key initiatives and involve stakeholders in the process.
- Ensure that all recommendations from previous inspections and evaluations are included in the schools' improvement plans or strategy.
- Maintain an overview of all curriculum review and development activities; ensuring that teachers maintain current in their knowledge of the curriculum and best teaching practices.

Effective and Efficient Management of Resources

- Work closely with the Director, Business Manager, HR Manager, Marketing Manager, Registrar's, other Heads of Section and ELT to ensure that all policies, procedures and routines across the school are effective and efficient.
- Ensure that all Primary Section staff are well qualified and experienced, trained to do their roles and are deployed effectively to support the school.
- Ensure accountability of the school's actions and outcomes with regards to compliance and health and safety issues.
- Comply with all regulations and guidelines issued by the local authorities and regulators.



- Monitor and evaluate the school's performance on Primary students' attainment and progress, students' personal and social development, teaching and assessment, curriculum that meets the needs of students, health and safety, and student support services.
- Work collaboratively with the Director, Business Manager, Marketing Manager and Registrars to achieve enrolment targets and business objectives.
- Ensure that all schools policies, procedures and routines are effective, efficient and reviewed annually with appropriate staff members.
- Comply with all BISJ policies and guidelines and submit high quality reports in a timely manner.
- Work collaboratively with the Director to ensure proper identification and access to appropriate professional development activities for all members of staff.
- Ensure that teaching and learning is monitored closely and consistently to accurately rate the quality of teaching practice across the school and identify areas of development.
- Ensure that all Primary Section staff are appraised annually providing recognition for areas of strength and recommendations for areas of development and growth.
- Work collaboratively with the Director, Business Manager and ELT to develop CAPEX and annual budgets and then monitor performance against the Primary Section's budget.
- Work collaboratively with the Facilities Manager to address any health and safety issues and ongoing maintenance requests.

Competencies:

- Knowledge of international accreditation, inspection and evaluation frameworks.
- Excellent communication skills in spoken and written form.
- Educational leader and outstanding teacher.
- Staff recruitment.
- Strategic planning.
- Knowledge of child protection and health and safety.
- Experience in developing and/or sustaining high performance teams.
- Highly effective relationship management with a variety of stakeholders.

Attributes:

- Collaborative team player.
- Inspirational speaker.
- Empathetic listener.
- Integrity.
- Strategic thinker.
- Able to convert vision into action.
- Internationally minded.



- Emotional intelligence.
- Intercultural awareness.
- Creative.
- Persuasive.
- Flexible and capable of managing growth and instilling high standards.
- Adept in multilingual settings.
- Spirited, pioneering, professional and nurturing.