

# The British School

## Job Description - Primary Assistant Head: KS2

<b>Job Purpose</b>	To ensure there is excellence in teaching and learning across KS2 through strong pastoral support and the effective use of Assessment and Data. To contribute to the running of the Primary phase of the school as part of the Primary Leadership Team (PLT)
<b>Responsible to</b>	<b>Primary Deputy Head</b>

<b>Main Responsibilities</b>	
To lead on all aspects of pastoral care, teacher support, collaborative working and effective use of data in KS2 and to contribute to the running of the primary phase of the school as part of the Primary Leadership Team (PLT)	
Oversee leadership of school projects	
Lead an area of the school (e.g KS2)	
To work as part of the PLT to ensure we work towards continuous improvement in the TBS primary section and our students are well cared for socially, emotionally and academically	
To liaise with secondary colleagues on transition, whole school strategies and initiatives	
Ensure awareness of current research and latest curriculum innovation	
Promote strong safeguarding practices and be a role model in promoting student welfare	
Shared responsibility for the educational, social and administrative organisation of the school. This includes: -Contributing to the PLT weekly strategy and planning meetings -Leading on decisions relating to teaching and learning in curriculum areas, specifically in assigned phase -Contributing to the annual school development plan and the SEF	
Being a positive role model in collaborative approaches, attitude to work and be an inspiring leader	
Supporting teachers in understanding the different aspects of teaching and learning, including strategies for differentiation and how to effectively direct other adults	
Ensuring teachers have a secure subject knowledge and are planning high quality learning experiences for all children	
Ensuring that year groups have the appropriate time allocation and coverage for all curriculum areas	
Ensuring the curriculum across the primary school is rich, well documented and consistent in its approach	
Ensure that resources are regularly audited; resources to determine future need; oversee care of resources and equipment; order and reorder resources as necessary	
Run events and competitions over the year to promote the importance of specific curriculum areas such as reading, writing and oracy (FOBISIA Word Mania, Library Bedtime Stories and Take One Book Week are previous successful examples)	
Promote a positive profile of the School vision to staff, pupils, parents and the wider community	

Liaise with the Deputy Head and other phase leaders and key stage leaders to ensure smooth transitions between Key Stages and progression through the year groups
Sharing responsibility for the promotion of good relations between The British School, other schools and the local and expatriate communities at large.
Regularly review own practice, set personal targets and take responsibility for own development.
Deliver relevant CPD workshops and activities; provide advice and support for colleagues; and investigate relevant external CPD opportunities.
Support staff through coaching, mentoring and partnership teaching.
Support staff with assessing progress of children, including the use of SeeSaw, and monitor attainment and progression through leading pupil progress meetings.

***Other reasonable requests made by the Principal***

## **Person Specification - Primary Assistant Head: KS2**

<b>Skills required</b>	
Ability to inspire children to learn effectively and to model excellent teaching.	Essential
Hard-working and dedicated to continuous improvement and communicating successes within and outside school.	Essential
Ability to communicate effectively, both verbally and in writing, with all 'stakeholders', creating a harmonious and collaborative community.	Essential
Excellent organisational and time management skills with the ability to prioritise tasks, work on one's own initiative and react appropriately to competing demands.	Essential
Ability to maintain confidentiality.	Essential
Ability to solve problems, make good judgements and take decisions.	Essential
Awareness of TBS commitment to community work and willingness to contribute to TBS charities and community programmes.	Essential
Awareness of one's own vulnerabilities and 'knowledge gaps; with the mindset to seek feedback, self reflect, develop and improve.	Desirable
Understanding and knowledge of ICT and a willingness to further develop ICT skills.	Desirable
<b>Qualifications</b>	
Recognisable teaching qualification and a good degree.	Essential
Middle/Senior Leadership training and/or a postgraduate degree in Education.	Essential
Qualified Teacher Status	Essential
<b>Experience</b>	
Proven experience of successfully leading a team in a curriculum area or on a school initiative	Essential
Experience of leading and managing other staff including performance managing colleagues	Essential
Experience of managing department finances or working within a budget	Essential
Experience of interviewing and recruiting staff	Essential
<b>Personal attributes</b>	
Enthusiastic, hard-working and resilient.	Essential
Calm, flexible, approachable attitude.	Essential
Exhibit confidence with humility.	Essential
Ability to work under pressure, on own initiative, accurately and with attention to detail.	Essential
A sense of humour with the right balance of gravitas.	Essential
Confidence to advise and challenge on all aspects relating of school life.	Essential
<b>Remuneration:</b> TBS Salary Scale, dependent on qualifications and experience.	

***The British School Kathmandu is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures, including checks with past employers, a satisfactory Disclosure and Barring Service check, a Prohibition Order Check and the successful application of an ICPC (International Child Protection Certificate). Our safeguarding and safer recruitment policies are shared with all prospective candidates. TBS does not discriminate with regard to race, colour, gender, religion, sexual orientation, age, political opinion, or disability.***