

LOCATION	British School of Guangzhou
JOB TITLE	Assistant Head – Early Years
JOB PURPOSE	The core purpose of the Assistant Headteacher (AH) is to provide professional leadership and management for the school by promoting BSG's Core Values. The AH is accountable to the Head of Primary and must provide vision, leadership and direction for the school. Along with other Senior Leaders, the AH is responsible for evaluating the school's performance to identify the priorities for continuous improvement and raising standards. The AH is responsible for creating a productive learning environment which is engaging and fulfilling for the students and staff. The AH working with, and through, others will help secure the commitment of the wider community to the school.
REPORTING TO	Head of Primary
OTHER KEY RELATIONSHIPS	Year and Subject Leaders, Assistant Heads, Class teachers
TLR (if applicable)	4
KEY ROLES	
<p>Leadership</p> <ul style="list-style-type: none"> ▪ Leading in some core learning areas; curriculum development, assessment and reporting, student welfare, community communication etc... ▪ Line-management of Subject and/or Year Leaders. ▪ Oversight of several operational aspects. ▪ Collaborate with Assistant Heads, across phases, to promote a consistent approach to teaching and learning, assessment and reporting and managing of student behaviour. ▪ Contribute to and work within the Team Operating Principles of the Leadership Team . ▪ Contribute positively to the morale and community spirit in the school. ▪ Ability to work effectively both independently and collaboratively with different teams . ▪ Assist in whole school marketing initiatives and contribute to the growth of the school . ▪ Operate at all times within the stated policies and practices of the school . ▪ Maintain an up to date knowledge of good practice in teaching techniques . ▪ Strive for improvement, be proactive and able to prompt others to ensure deadlines are achieved. ▪ Any other reasonable duties as allocated by the Head of Primary/Principal. 	
<p>Pastoral Duties</p> <ul style="list-style-type: none"> ▪ Promote the general progress and well-being of students and of the group as a whole. ▪ Liaise with the Pastoral Leader to ensure the implementation of the school's pastoral system. ▪ Register students, accompany them to assemblies, encourage their attendance at all lessons and their participation in other aspects of school life. ▪ Contribute to the preparation of Action Plans and progress files and other reports. ▪ Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved. ▪ Communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff. ▪ Contribute to PSHE Programmes according to school policy. 	
<p>Extra-Curricular Activities</p> <ul style="list-style-type: none"> ▪ Support the life of the school beyond the classroom. ▪ Lead one or more agreed after school activities each week. ▪ Participate in school trips as appropriate. ▪ Contribute to whole school learning initiatives. 	

Other Professional Requirements

- Have a working knowledge of teachers' professional duties as specified in the school's handbook.
- Operate at all times within the stated policies and practices of the school.
- Inspire trust and confidence in students and colleagues.
- Build team commitment with colleagues and in the classroom engage and motivate students.
- Contribute to the development/implementation of policies, especially the school's Development Plan.
- Promote the wider aspirations and values of the school.

MEASURES OF PERFORMANCE

Performance will be measured using a variety of evidence sources including (but not limited to):

- Professional knowledge
- Observations of lessons
- Feedback surveys
- Effective use of resources
- Meeting of deadlines
- Feedback from Line-Managers
- PM Objectives/outcomes
- Handling of data
- Quality of written communication
- Quality of spoken communication
- Engagement with wider school life
- Engagement with ASAs
- Engagement with CPD
- Compliance with School/NAE procedures and policies
- Professional behaviours
- Adherence to School Values

THE NAE COMMITMENT

At Nord Anglia Education, we aim to inspire our schools, our students and our employees to be the best they can be. We are ambitious for them all to achieve more than they thought possible personally, socially and academically. Within our family of schools, this aspiration is underpinned by a commitment to always act with **respect, integrity, openness, courage and ambition**. These qualities are the foundation of how we approach our work and roles within NAE and are shared by everyone in our global family.

Within NAE we aim to promote 7 CORE Leadership Capabilities:

Accountable – Establish a high performing culture and accept accountability for organisational performance.

Strategic – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction

Collaborative – Works collaboratively with others to achieve organisational outcomes

Entrepreneurial – Creates organisational value for diverse stakeholders and achieves commercial success

Enabling – Drives excellence through valuing and developing others

Agile – Achieves personal and organisational success within a changing, dynamic and complex environment

Resilient – Demonstrates personal resilience within a demanding environment of high expectations

Nord Anglia expect all our employees to take Child Safeguarding very seriously:

Each individual must ensure that they meet their statutory responsibilities and Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation. All employees are expected to demonstrate a commitment to safeguarding and promote the welfare of all pupils.

This job description describes, in general terms, the normal duties, which the post-holder will be expected to undertake. However, the job or duties described are subject to change and may vary or be amended from time to time without changing the level of responsibility associated with the post. Duties may be modified by the Principal/Vice Principal/Head of Phase, to reflect or anticipate changes in the job, commensurate with the job title.

PERSON SPECIFICATION

Qualifications/Training

Bachelors Degree or Higher

Essential

Demonstrable previous leadership experience

Essential

Qualified Teacher Status (or equivalent)	Essential
Middle leader qualification (or further professional study)	Desirable
Experience	
A minimum of 5 years of work experience since graduating	Essential
Experience and knowledge of teaching appropriate age range	Essential
Demonstrable evidence of innovating and adapting curricula to engage children and enable them to perform highly	Essential
Experience of working in partnership with parents	Essential
Experience of being part of a highly successful department and school	Desirable
Experience of delivering the Foundation stage framework	Essential
Skills	
Excellent oral and written communication skills	Essential
Ability to engage and motivate children to perform highly	Essential
Passionate about education and young people	Essential
Evidence of commitment to continuous professional development	Essential
High levels of personal integrity.	Essential
Excellent organisational and time-management skills	Essential
High attention to detail	Essential
Ability to work under pressure and remain calm	Essential
Willingness to take on multiple tasks	Essential
Proactive and able to prompt others to ensure deadlines are achieved	Essential
Self-motivated and enthusiastic	Essential
Ability to work independently	Essential
Driven to continually strive for improvement	Essential
Adaptability, able to deal with a culturally challenging environment	Essential
Confident global citizen or a willingness to become one	Desirable
Understand of the complex/demanding environment of an international school.	Desirable
Coaching and mentoring experience/training	Desirable
Other conditions	
Holds a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.	Essential
Is able to meet the visa requirements for working in China	Essential