

ASSISTANT HEAD OF PRIMARY JOB DESCRIPTION

LOCATION	Nord Anglia School Ningbo, Fenghua
JOB PURPOSE	To offer leadership, inspiration and guidance to the Primary School including staff, students and parents. You will need to ensure the smooth day-to-day operation of the Primary School, make a strong contribution to the Senior Leadership Team and ensure that our mission and core values are at the heart of all Primary developments.
REPORTING TO	Principal
DIRECT REPORTS	Primary developments
OTHER KEY RELATIONSHIP	Primary leadership team, DAM and Head of Administration

KEY RESULT AREA
Front of House: Sales & Marketing
<ul style="list-style-type: none"> ▪ Participate in Open Days and other marketing events
Leadership in Learning & Training
<ul style="list-style-type: none"> ▪ Actively promote a love of learning in line with the China Bilingual Schools mission statement ▪ Manage the events on the primary calendar ▪ Ensure all students are provided with effective teaching in order to achieve their best ▪ Ensure report cards are effective in providing accurate information on academic progress, attitude to learning and future targets ▪ Proofread report cards (possibly with a team of teachers) ▪ Monitor formative and summative assessment across the primary school and use the information to decide on development priorities ▪ Promote the use of technology to enhance learning opportunities and improve communication ▪ Maintain up to date knowledge of outstanding primary practice and curriculum developments ▪ Oversee the development and implementation of the primary curriculum ▪ Ensure assessment data is used to monitor student progress and set targets ▪ Ensure a consistent approach to assessment is achieved ▪ Responsible for the overall welfare of the primary students ▪ Establish a purposeful and safe learning environment in line with child safeguarding policies and promote child safeguarding awareness amongst staff ▪ Maintain high levels of behaviour and student self-discipline in line with school policies and ethos
Operational Expertise & Resource Management
<ul style="list-style-type: none"> ▪ Be responsible for all day to day operations of the Primary School ▪ Ensure clear channels of communication, throughout Primary and between phases

- Assist the International Principal and Chinese Deputy Principal in recruiting the highest possible number of primary students
- To promote our reputation as an academically high achieving bilingual school
- Liaise with MAC team and actively engage with prospective parents and students
- Oversee the look of the primary school, ensuring classrooms, shared spaces and displays give an impression of a well-organized, high-achieving school
- Oversee primary staff induction and primary professional development reviews
- Develop a culture of accountability and collective responsibility
- Management of individual staff issues, including honest and transparent recommendations to the Principal about contract renewal or release

Developing Talent

- Lead, develop and enhance the quality of teaching and learning across primary
- Promote outstanding teaching and learning through demonstration, co-teaching peer observation and mentoring
- Promote the sharing of exemplary practice
- Promote the use of Nord Anglia University to enhance professional development

PERSONAL SPECIFICATIONS

Qualifications/Training

▪ Native English speaker	Essential
▪ Minimum Bachelor degree level or above	Essential
▪ Qualified Teacher status	Essential
▪ Evidence of continual professional development	Desirable

Experience / Knowledge

▪ Proven track record with at least five years' teaching experience	Essential
▪ Minimum three years' experience in a leadership role	Essential
▪ Demonstrable evidence of adapting curricula to engage children and enable them to perform highly	Essential
▪ Working in partnership with parents	Essential

Skills

▪ Excellent oral and written communication skills	Essential
▪ Professional knowledge of what constitutes high standards in teaching and learning	Essential
▪ Ability to engage children and enable them to perform highly	Essential
▪ Ability to use a positive approach to promote excellent behaviour for learning	Essential
▪ Confident and competent in the use of ICT	Essential
▪ Professional understanding of safeguarding within a school setting	Essential
▪ Ability to write reports, keep accurate records and communicate with a range of stakeholders effectively	Essential

<ul style="list-style-type: none"> ▪ Ability to lead and manage others 	Desirable
<ul style="list-style-type: none"> ▪ A working knowledge of teaching children from culturally and ethnically diverse backgrounds 	Desirable
Personal Attributes	
<ul style="list-style-type: none"> ▪ High levels of personal integrity ▪ Conscientious and able to focus on completing work to a consistently high standard ▪ Flexible and positive approach to work ▪ Excellent organisational and time-management skills; high attention to detail ▪ Ability to work to tight deadlines and able to prompt others to ensure deadlines are achieved ▪ Adaptable to working in a fast paced ever changing environment ▪ Ability to work under pressure and remain calm ▪ Proactive and willingness to take on multiple tasks ▪ Self-motivated and enthusiastic ▪ Ability to work independently ▪ Must be a team player, willing to help and be flexible ▪ Continually strive for improvement 	
Other	
<ul style="list-style-type: none"> ▪ Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in. ▪ Compliance with visa requirements for working in Ningbo China. ▪ A commitment to safeguarding and promoting the welfare of all pupils. And the willingness to undertake appropriate child protection training when required 	

PHILOSOPHY AND VALUES

We are ambitious for our students, our people and our family of schools. We believe that:

- There is no limit to what every person can achieve.
- Creativity and challenge help us get better every day.
- Learning should be personalised.
- Unique global opportunities enhance the learning experience.

The NAE Commitment

At Nord Anglia Education, we work every day to inspire our schools, our students and our employees to be the best they can be, and we are ambitious for them all to achieve more than they thought possible in their personal, social and academic endeavours. 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.

Promote and embodies *The CORE 7 Leadership Capabilities:*

- **Accountable** – Establishes a high performing culture and accepts 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