



JOB DESCRIPTION

Job Title: Lower Primary Leader	Department: Primary School	
Reports to: Primary Principal		
Role: To be responsible and accountable for student outcomes through EYFS to Key Stage 1 (Lower Primary), through a process of monitoring, evaluating and reviewing student progress and teaching outcomes, and ensuring that appropriate interventions are in place.		
Key Accountabilities <ul style="list-style-type: none">• To ensure that the schools aim, objectives and mission underpin and drive the work associated with the post. To lead, manage and monitor the duties of a team of teachers and assistant teachers through the Early Years Foundation Stage (EYFS) unit to Key Stage 1.• To serve as a role model for all colleagues and staff and particularly in relation to demonstrating high standards of professional practice within the Lower Primary.• To ensure the smooth administration of activities and events within Lower Primary, including assemblies, concerts, visits and timetables.• To mentor new colleagues and students to the Lower Primary and advocate for their needs.• Establish effective professional links with other key stage leaders and coordinators to ensure progression and continuity in student learning.• To have an effective pastoral overview of students and staff within the Lower Primary, thereby ensuring the well-being of students and staff.• To manage and oversee procurement, ordering and budgeting for Lower Primary. To budget strategically and effectively, identifying future resourcing needs and aspirations for the Lower Primary.• Liaise with the learning support team to ensure that the individual needs of students within the Lower Primary are met.• To develop an effective team of staff with high professional expectations within the Lower Primary.• Support the Performance Development process.• To help the school recruit and retain high quality staff.• Be proactive in identifying training needs within the Lower Primary.• Work closely, and liaise, with curriculum coordinators to ensure that students receive the curriculum to which they are entitled.		



- Experience of delivering phonics programs
- Extensive experience or knowledge of the UK Early Years Foundation Stage (EYFS)
- To represent the Lower Primary as part of the Primary Leadership Team (PLT).
- To be proactive in communicating with colleagues, students and parents as the need arises. To prepare, lead and manage effective Lower Primary meetings.
- To oversee and ensure effective organisation of events planned for the Lower Primary
- To ensure clear communication, understanding and implementation of school policies within the Lower Primary.
- To undertake, as requested, any reasonable task requested by the Director and/or the school leadership team.
- To work conscientiously toward developing the personal and professional competencies outlined in the School's Performance Development policy.

To work alongside the ARR Coordinator to ensure that teachers adhere to the school's assessment policies by:

- Regularly assessing, recording and reporting; using the data to inform future teaching.
- Tracking student progress through the analysis and use of performance and benchmarked data.
- Leading in the setting, implementation and monitoring of targets in order to maintain high standards in learning and teaching across the Lower Primary.
- Overseeing the process of reporting to parents.
- Developing and implementing the assessment calendar including both external and internal assessments.

To monitor, the quality of teaching and learning across the Lower Primary to enable the maintenance and development of high standards of teaching and learning by:

- Promoting Excellence in teaching and learning for all students to thrive.
- Ensuring that schemes of work are used reviewed and modified.
- Monitoring students work and classroom practice.
- Keeping up to date with developments in education.



- Ensuring the delivery and development of the curriculum is effective in meeting the needs of all students.
- Effectively managing the learning environment.

Experience

- 5 years+ teaching experience, with 3+ years leadership experience

Qualification/skills

- Qualified teacher. Honours degree essential.

Personal Attributes

- Integrity, passion for education and excellent communication skills.
- Active listener, collaborative and a team player.
- Dynamic innovator with the ability to lead and inspire his/her team.
- Warm, enthusiastic and caring.

This Job Description does not define all duties and responsibilities of the position and the school may assign other tasks from time to time to help operationalise the role.

The school may review and modify or amend the Job Description as needed after discussion with the position holder

Safeguarding Information

The British School and all its personnel are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo comprehensive child protection screening including but not limited to checks with past employers.