

WE ARE HIRING !



Job Title : Head of Primary

Start Date : 19th July 2021

Email Resume to : hr@proed.asia

Closing Date to send your resume will be on **28th of May 2021**

RESPONSIBILITIES :

- Lead the primary school to ensure the highest quality of education provision
- Monitor and evaluate the performance of staff and support career pathways
- With key leadership staff, monitor and review pupil performance and progress
- Ensure all policies are regularly updated, reviews and implemented
- Ensure successful implementation of the school programmes in line with curriculum authorization and accreditation criteria
- Develop a close working relationship with board members
- Develop a close relationship with parents community

QUALIFICATIONS :

- Hold a Bachelor's degree as well as a postgraduate qualification in education
- Traveled to Bali, Indonesia
- Currently registered with a professional teaching body
- Native English Speaker
- Inclusive school setting for minimum of 2 year period
- International school experience for a minimum of 2 years
- At least 6 years of successful teaching and leadership experience in the Primary age range
- Can demonstrate contributing to a wider school community and ethos/values

BROAD PURPOSE

Work collaboratively with colleagues, families, and the wider education community to facilitate learning by students and engage in a change to improve education and be in a position of leadership responsibility. Assist in the further development of the set up of a Primary School within ProEducation School.

KEY WORKING RELATIONSHIPS

- Principal & School Leaders
- School Staff
- Special Needs Co-ordinator
- Students
- Parents/Families/Caregivers
- Specialists
- School Board members
- Ground staff / operations staff
- Finance Department

KEY RESPONSIBILITIES

- Apply curriculum knowledge and teaching methods that facilitate successful learning
- Develop and maintain good working relationships with all staff members and families
- Provide a balanced and challenging program relevant to the needs of the students
- Assess, record, and report learner achievement
- Establish structures and processes to achieve a productive learning environment while responding to learners needs across the Primary School
- Employ behavior management strategies that ensure a safe, orderly, and successful learning environment
- Ensure that confidential information is handled appropriately
- Carry out other non-instructional responsibilities which are part of the teacher's role eg support and adhere to school and Special Needs policies
- Maintain record-keeping, surveys, distribution of materials; cover yard duty when teachers are sick; exercise a duty of care; and improve skills, knowledge, and performance through professional development and performance appraisals
- Lead a team of teachers and education support officers to achieve best practice in the designated leadership role
- Support and represent the ethos of ProEducation Indonesia
- Manage the Primary School SENCO and complete weekly meetings to ensure SEN in the Primary school is a key focus

PROFESSIONAL RESPONSIBILITIES

- Lead a team of teachers and education support officers (if relevant) to achieve best practice in the designated leadership role
- Complete administrative tasks including record keeping accurately
- Participate and lead in professional development activities which lead to improved student outcomes and strengthen the professionalism of the teacher
- Develop and maintain effective professional partnerships with other staff and organisations
- Run and Attend staff meetings, parent-teacher interviews, and other co-curricular activities
- Accept delegated responsibilities
- Appropriately assist students who are hurt, sick, or in distress
- Meet and teach students at designated locations and times
- Undertake supervision duties including yard duty diligently
- Undertakes supervision of all Teachers, Education Support Officers, and students in the designated leadership role
- Understand the employer's requirements and act in accordance with their goals and the school ethos.

PASTORAL CARE / WELFARE / COUNSELING

All dealings in regard to student pastoral care and welfare should be consistent with the school's Student Behaviour Management Policy. The classroom teacher and Primary School Coordinator will work together on the below:

- discuss with students and parents any difficulties in regard to academic, social, or behavioral matters or
- Concerns of students and liaise with teachers when and if appropriate on these matters collate information from subject or class teachers about students with difficulties and respond accordingly counsel and advise students and parents about academic subjects, course requirements and school expectations negotiate between students and teachers, when appropriately arrange special interviews when required attending teacher' meetings and other relevant meetings as required.

STUDENT BEHAVIOUR MANAGEMENT

Head of Primary will:

- discuss appropriate strategies with students, teachers, parents and SENCO
- liaise with Principal (Pastoral Care) re students' behavior, difficulties, etc
- act on concerns about the state of classrooms, the schoolyard, the toilet block, etc

- inform teachers of action taken in response to student misbehavior.

ADMINISTRATION

- Check daily attendance and lateness for class period and lessons. Report problems to the Principal (Pastoral Care) and follow-up with class teachers and students to induce students who arrive during the year and ensure that the students are familiar with the school's facilities, practices, and procedures.
- Inform the Principal (Pastoral Care) and Registrar if students in their year level have, or are believed to be contemplating, leaving the school
- Organization and supervision of routines and activities
- Assemblies end of year procedures specific to each year level other routines or activities when appropriate eg camps, retreat days, assist with the organization on Photo Day, Open Day
- Attendance at significant school events involving students from the primary school.
- Primary classrooms and area are tidy, organized, and well presented, with particular attention paid to pinboards, items on display, and the state of classrooms and lockers
- Consistently meet parents when positive feedback needs to be shared and also meet parents when further support needs to be provide
- Monitor student IEPs, STS and targets. Review and be apart of the IEP process each term.
- Ensure teachers, teacher assistants and team members are following school organisational structures.

SPECIFIC PRIMARY MATTERS

The Head of Primary is responsible for:

- Conducting meetings with all primary teachers and sub-groups as appropriate
- Orientation days and programs Activities Day
- Managing the resources budget
- Implementation of a new British curriculum across the primary school
- Teaching literacy in level 1/2 and level ¾
- Ensure the primary school is thriving and understand key problems areas and develop and implement strategies to consistently improve the school.
- Ensure teachers are valued and given positive feedback on their practice. Provide positive feedback on a regular basis and provide ideas for improved teaching practice when necessary.