

Si Ri Panya International School



Head of Primary School Job Description

Job Title: Head of Primary School at Si Ri Panya International School

Responsible to: Proprietor & Executive Board of Si Ri Panya International School

Purpose of the job

- Establish, evaluate, and develop academic aims and standards collaboratively with pupils, staff, Board, school personnel, and parents.
- Take leadership and management responsibility for the Primary School.
- Assist the Thai Director and Proprietor in maintaining a vibrant and thriving Primary School.
- Manage Primary School teaching staff performance.
- Ensure the implementation of quality educational programs in a safe, positive, and healthy learning environment.
- Collaborate with the Head of Secondary School for a unified educational experience, fostering cross-school collaboration and fluid inter-school coordination.

Duties & Responsibilities

Leadership

- Promote high standards in all aspects of school life, particularly in pupil progress
- Actively support the school's vision, ethos, culture, and policies.
- Inspire and motivate pupils, teachers, and other school employees.
- Comply with the staff Code of Conduct.
- Contribute to a positive, purposeful, and professional school culture.
- Engage positively in school performance review arrangements.
- Commit to safeguarding and promoting the welfare of children and young people.

Strategy & Direction

- Provide strategic leadership to shape and deliver the Primary School's environment and culture.
- Contribute to the development of the overall school vision and values.
- Work closely with the School Leadership Team to ensure effective strategic planning and implementation.
- Ensure professional development is available for all Primary School staff, linked to the Primary School's development plan.
- Promote and market the Primary School for pupil admissions and staff recruitment.

Management

- Establish and maintain the efficient day-to-day running of the Primary School, including organising cover for teaching staff as well as all timetables and rotas
- Support building budgets, monitor spending within the Primary School.
- Work closely with the Proprietor and Thai Director in Primary School staff appointments.
- Ensure learning is at the centre of all decisions related to planning and resourcing within the Primary School.
- Hold regular meetings of the Primary School Leadership Team.
- Assume leadership responsibilities in the absence of the Head of Secondary School due to illness or other unforeseen circumstances, ensuring continuity.

Curriculum Development & Pastoral Support

- Be responsible for delivering the agreed Primary School curriculum and maintaining the highest academic standards.
- Establish, review, and adapt the curriculum for all Primary School pupils.
- Monitor and evaluate classroom practice for high-quality teaching and learning within the Primary School.
- Oversee assessment and tracking systems for Primary School pupil progress.

- Remain up-to-date with changes in educational theory and requirements, particularly within the Primary School context.
- Review Primary School academic policies, curriculum documents, and schemes of work regularly.
- Oversee pastoral support for all Primary School pupils and promote personal development through enrichment activities within the Primary School.

Academic Support

- Establish an overall view of the academic profile of the Primary School and its pupils.
- Assist Primary School staff in supporting individual pupils, small groups, and class learning needs.
- Oversee and support the recruitment, induction, and training of new academic staff within the Primary School.

Collegiality

- Lead by example within the Primary School, setting high expectations in all professional matters, ensuring that all staff and pupils observe matters such as dress, behaviour, punctuality, attendance and mutual support.
- Maintain a teaching load appropriate to the Head of Primary School position.
- Take a fair share of duties within the Primary School.
- Manage Primary School staff disciplinary issues with the Proprietor and Thai Director.

Communications & Public Relations

- Establish good relations with Primary School parents and other visitors.
- Present a coherent account of the Primary School's performance to various audiences.
- Oversee Primary School academic parents' evenings and reports production.
- Communicate regularly with Primary School parents and attend major Primary School events.
- Maintain effective partnerships with the community at local, national, and international levels within the context of the Primary School.
- Operate effective communication channels specifically tailored for the Primary School.

Safeguarding

- Take responsibility for safeguarding and promoting the welfare of children within the Primary School.
- Work together with others to ensure adequate arrangements within the Primary School help to identify, assess, and support children who are suffering harm

Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.

Signature of post holder _____ Date / /

Signature of License Holder _____ Date / /