



JOB DESCRIPTIONS

Vice-Principal (EYFS & Primary)

Introduction

This document is to be read in conjunction with the Employment Agreement. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the Principal. The school's Mission and Values statements underpin all aspects of this job description.

Salary

The post-holder will be appointed on the appropriate point on the Kajonkiet International School Scale. In normal circumstances, a Responsibility Allowance will also be paid in recognition of the additional responsibility undertaken.

Terms, Conditions and Benefits

As stipulated in the Employment Agreement.

Responsibilities

The Vice-Principal (EYFS & Primary):

1. is responsible to the Principal and deputises for him in his absence. This is a parallel appointment to the Vice-Principal (Secondary & 6th Form);
2. is a member of the Senior Leadership Team and has a whole school role in advising, supporting and guiding the Principal;
3. is responsible for the operational management of the EYFS & Primary School in keeping with the Mission Statement and Values of the school, and reports to the Principal on an established regular schedule;
4. is responsible to the Principal in all matters relating to EYFS & Primary and which have a whole school implication;
5. is the Line Manager to the EYFS & Primary School Phase Leaders;
6. is responsible for leading the Safeguarding provision throughout the school and acts as the DCPO and DSGL for the school;
7. is responsible to the Board of Directors for producing an annual report which provides a detailed analysis of performance across all phases of the EYFS & Primary School;
8. is responsible to the Principal for drawing up short lists of staff appointments for EYFS & Primary School posts and will assist the Principal in selection of new EYFS & Primary School staff;
9. is responsible for operating the performance management programme of staff appraisal and professional development in keeping with the appropriate policy and the Mission Statement and Values of the school;
10. is responsible for designing and operating the annual School academic INSET programme for EYFS and Primary in keeping with the vision and specific operational targets of the school, keeping the Director, The Principal, Phase Leaders, Heads of Departments, and all staff, abreast of developments in education and to promote individual departmental initiatives where appropriate;
11. works closely with the Vice Principal (Secondary and 6th Form) to identify and implement as appropriate whole school CPD and INSET opportunities;
12. is responsible for overseeing the budget for the EYFS & Primary School and other whole school areas as required by the Principal;
13. will take responsibility for creating a culture of purpose, discipline and ambition in the EYFS & Primary School, embedding the mission, values and ethos of the school;
14. will work closely with the Principal and the Marketing Team on promoting the school in the wider community;
15. will work closely with the Principal, Registrar, Director of Business Services and Marketing Team in administering admissions to the school;

16. is responsible for creating and maintaining a culture of academic purpose, discipline and ambition throughout EYFS and Primary;
17. will lead the process of monitoring student progress and responding to concerns as they arise in EYFS and Primary, supporting Phase Leaders, SEN/EAL/G&T coordinators and teachers, and including meeting with parents as required;
18. will liaise closely with parents of students in the EYFS & Primary School across the spectrum of issues.

Tasks

The Vice-Principal (EYFS & Primary):

1. will undertake the professional duties of the Principal in the event of the Principal's absence from the school in liaison with the Vice Principal (Secondary and 6th Form) and the Director of Business Services under guidance from the Director;
2. will take the role of DCPO & DSGL, promoting safeguarding and the welfare of all students, and ensuring compliance with all policies and practices in the school relating to safeguarding;
3. will help formulate the aims, policies and consultation papers pertinent to EYFS & Primary and contribute to those with a whole school implication. The Vice-Principal (EYFS & Primary) will present such papers to Senior Leadership Team meetings;
4. will contribute to effective school self-evaluation and lead aspects of School improvement planning, reporting progress and impact to the Principal, to SLT and the Board of Directors;
5. will contribute to the selection and recruitment of EYFS & Primary staff;
6. will share the production and maintenance of the Staff Handbook and School Policy Compendium with the Principal and the Vice-Principal (Secondary & 6th Form);
7. will share in the management of accreditation and inspection processes with the Vice-Principal (Secondary & 6th Form) as assigned by the Principal;
8. will oversee the programme of EYFS & Primary assemblies and take a lead role in them as part of the creation of the required culture of purpose, discipline and ambition;
9. will implement the school's behaviour and discipline policies and ensure all procedures are adhered to in order to promote high standards of behaviour and positive attitudes for all children;
10. will take the key role in the EYFS & Primary reporting process in accordance with school reporting policy;
11. will oversee the production and maintenance of welfare records for students in the EYFS & Primary, liaising with the Intervention and Inclusion Manager and Phase Leaders;
12. will be an outstanding practitioner who will lead by example and play a major role in ensuring the

- highest quality of teaching and learning throughout the school and will demonstrate the highest expectations for all pupils;
13. will work with the Principal on the organisation and day to day running of the school and on the efficient management of school resources;
 14. will work with the Phase Leaders in leading pupil progress meetings and monitoring intervention strategies to ensure they are fit for purpose and accelerating progress for all groups of pupils;
 15. will provide a relevant and exciting curriculum for all pupils ensuring all staff commit to the pursuit of excellence with positive outcomes for all;
 16. will work alongside the Principal and the Vice Principal (Secondary & 6th Form) in regularly monitoring and evaluating the quality of teaching and learning in school and in support of the Performance Management programme, keeping up to date with current issues in education and sharing these with staff;
 17. will contribute to the process of reporting to the Board of Directors as required by the Principal;
 18. will initiate and lead new ideas as well as implementing change successfully;
 19. will undertake any other duties as reasonably identified by the Principal.

Professional Expectations

The Vice-Principal (EYFS & Primary) is expected to:

1. demonstrate leadership in his/her approach to school life;
2. be a role model for students in EYFS & Primary;
3. work to high professional standards, strategically and operationally;
4. maintain a high profile and daily presence in the EYFS & Primary classrooms and staff room taking a close, personal interest in the performances of EYFS & Primary staff and students;
5. be able to manage a range of tasks simultaneously and to demonstrate a clear understanding of priorities and delegation;
6. demonstrate excellent communication skills and a clear understanding of appropriate lines and media of communication throughout the school community;
7. take initiative and act with decisive authority in the defined areas of responsibility;
8. have an understanding of financial planning and budget monitoring in schools;
9. inspire and motivate staff, pupils, parents/carers and governors to achieve the aims of the school, and to have a strong commitment to school improvement and raising achievement for all;
10. promote and foster a positive school image.