

LOCATION	Nord Anglia International School, Shanghai, Pudong
JOB TITLE	Key Stage Two Leader
JOB PURPOSE	To be an outstanding leader, organiser and classroom practitioner who develops students, directly and by inspiring and enabling other staff, so that they become the best they can be.
REPORTING TO	Head of Primary/Deputy Head of Primary
DIRECT REPORTS	Key Stage 2 Year Leaders
OTHER KEY RELATIONSHIPS	Principal Head of Primary Deputy Head of Primary Year Leaders Key Stage Leaders Subject Leaders and Specialist Teachers Students Parents
PACKAGE	Competitive remuneration and benefits based on experience

KEY RESULT AREA

In fulfilling the requirements of the post, the Key Stage 2 Leader will demonstrate essential professional characteristics, and in particular will:

- Inspire trust;
- Engage and motivate students and colleagues;
- Build strong teams and create the conditions for them to excel;
- Continually strive to develop the quality of students' learning, creating the conditions in which all students achieve highly;
- Design and use processes and systems to advance student learning and enhance professional practice in line with the school's aspirations and priorities;
- Contribute significantly to school improvement/development planning and promote the learning priorities of the school development plan;
- Manage day to day and longer term operations effectively and efficiently, and coach others to do so;
- Develop and deploy resources to support staff delivery of high quality student learning;
- Promote the wider aspirations and values of the school;
- Understand, actively discuss and then support the aims of the school and its senior leadership team;
- Contribute positively to the morale and community spirit in the school;
- Assist in whole school marketing initiatives and contribute to the growth of the school;
- Maintain an up to date knowledge of good practice in modern education techniques and to share this with colleagues;
- To model excellent personal practice in the classroom;
- Undertake professional development to enhance leadership and management skills and awareness;
- Meet responsibilities with regard to health and safety, equal opportunities and other relevant legislation and conform to professional and ethical requirements;
- Any other appropriate duties as allocated by the Principal or Head of School.

Leadership

- Provide inspirational leadership to by harnessing the talents of others within the Key Stage
- Support the Principal, and Heads of School in developing the school's aims, values and objectives;
- Support the Head/Deputy Head of Primary School in the strategic and day to day management of KS2 within the school;
- Identifying developments needed in language provision, constantly seeking strategies which

- will bring about improvement and monitoring the impact;
- Create meaningful accountability for outcomes and quality assurance processes to ensure all students achieve;
- Actively promote contemporary, research-led educational philosophy and practice that leads to high performance;
- Model good practice in promoting and marketing the school;
- Plan, lead and present assemblies and other large events;
- Be an outstanding role model for the school.

Staff

- Support the Principal, and the Heads of School in the recruitment and deployment of teaching staff and learning support staff;
- Support the Head/Deputy of Primary in ensuring all staff are developed and trained appropriately for their current and future needs and ambitions;
- Build strong teams;
- Undertake the performance management of middle leaders and teachers;
- Act as a mentor to colleagues and bring out the potential for leadership in others;
- Tackle issues as they occur, fairly and sensitively.

Children/Students, Parents and the Community

- Promote self-discipline, high standards of behaviour and positive attitudes on the part of all children/students and to implement policies and procedures to foster them;
- Promote and safeguard the welfare of all children and ensure that a high standard of care and good order for all children is maintained;
- Work in partnership with parents and act as the first point of contact for parents;
- Liaise with parents on a day to day basis and build positive and effective relationships with them;
- Ensure that parents are well informed about the programmes, systems of support, care and guidance, attainment and progress and are able to understand and contribute to targets for improvement;
- Organise and lead workshops for parents as appropriate;
- Fully support the life and work of the school, both in and out of school hours.

Planning, Teaching and Class Management

Teach students so that they achieve their best by:

- Planning effective teaching programmes which provide exemplary learning opportunities within and beyond the classroom;
- Positively targeting and supporting individual learning needs;
- Maintaining high levels of behaviour and discipline;
- Effectively using homework and other extra-curricular learning opportunities;
- Establishing a purposeful and safe learning environment;
- Using modern technology to enhance learning opportunities.

Tracking, Assessment, Recording, Reporting

- Make effective use of formative and summative assessment to plan and ensure challenging learning opportunities for all students;
- Monitor and record students' learning to ensure they remain on track to achieve challenging targets;
- Report on progress to appropriate stakeholders.

Extra Curricular Activities

- Support the life of the school beyond the classroom;
- Lead one or more agreed after school activities each week;
- Participate in residential weeks and other trips as appropriate;
- Contribute to whole school learning initiatives during term.

PERSON SPECIFICATIONS

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Qualifications/Training	
▪ Qualified to degree level or above	Essential
▪ Qualified Teacher Status	Essential
▪ Higher degree/further qualifications e.g. Masters, Diploma	Desirable
Experience / Knowledge/Skills	
▪ Proven track record with at least two years' teaching experience	Essential
▪ Experience of delivering the EYFS Framework, English National Curriculum and/or PYP/IPC	Essential
▪ Demonstrable evidence of innovating and adapting curricula to engage children and enable them to perform highly	Desirable
▪ Experience of teaching students with English as an Additional Language	Desirable
▪ Demonstrable evidence of using ongoing assessment tools to inform teaching and learning	Essential
▪ Experience of data analysis and target setting for students	Essential
▪ Experience of leading whole school projects/events	Desirable
▪ Experience of leading a team of people	Desirable
▪ Experience of delivering whole school INSET	Desirable
▪ Excellent oral and written communication skills	Essential
▪ Ability to engage children and enable them to perform highly	Essential
▪ Working in partnership with parents	Essential
Personal Attributes	
▪ Passion for education, teaching and learning	
▪ High levels of personal integrity.	Essential
▪ Excellent organisational and time-management skills	Essential
▪ Attention to detail	Essential
▪ Ability to work under pressure and remain calm	Essential
▪ Willingness to take on multiple tasks	Essential
▪ Proactive and able to prompt others to ensure deadlines are achieved	Essential
▪ Self-motivated and enthusiastic	Essential
▪ Ability to work independently	Essential
▪ Continually strive for improvement	Essential
▪ Evidence of commitment to continuous professional development	Essential
▪ Understand the complex and demanding environment of an international school community	Essential
▪ Adaptability	Essential

OTHER CONDITIONS

Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.

Compliance with visa requirements for working in China.