

## The British International School of Shanghai, Pudong Campus

### Job Description – Head of Infants

#### Introduction

The British International School of Shanghai, Pudong, is an all-through school of approximately 1,200 students aged from 18 months to 18 years. There are 60 nationalities represented within the student body.

The school is divided into six smaller schools:

Name of School	Year Groups
Senior School	12, 13
Upper School	9, 10, 11
Middle School	6, 7, 8
Junior School	3, 4, 5
Infants	1, 2
Early Years	Nursery, Reception

There are 4 classes in each of Year 1 and 2. The Head of Infants does not have responsibility for a class but does contribute to teaching across the Infants classes. The Head of Infants is supported by a Deputy Head of Infants who is a class based teacher.

The English National Curriculum is the basis for the curriculum though is adapted for the international context. The classrooms are extremely well resourced and are a focal point within the school.

The Head of Infants is part of the Extended Leadership Team for the school, ensuring that overall school strategy and daily operations are coordinated to provide a One School approach in all areas. The Head of Infants is line-managed by a member of the Senior Leadership Team.

#### Purpose of the Job

The Head of Infants will lead their team to ensure that the students in their care receive an outstanding all-round education. All the students will:

- obtain the highest standards of academic achievement, well beyond UK and international expectations
- experience a wide range of curricular and extra-curricular activities that provide opportunities for all to excel
- take full part in the school's Service activities to enable them to contribute to the improvement of our society in Shanghai, in China and internationally

- have the opportunity to lead others
- feel safe and happy
- enjoy their school

The Head of School role is a vital one in enhancing the learning and the development of hundreds of students. The Head of Infants will have a major impact on the success of the school and will greatly influence the way it is viewed, both within our community and beyond.

## Responsibilities

The Head of Infants will have overall responsibility for the day-to-day running of their school. They will:

1. Create an ethos within their school of high aspirations for achievement and of the utmost levels of respect and consideration
2. Monitor academic progress and identify strategies for intervention which have a clear, immediate impact
3. Provide outstanding pastoral care that makes every student feel valued and supported

They will achieve this through their leadership of their Deputy and the team of class teachers. This team will have responsibility for:

- liaison with Curriculum Leaders and subject teachers to support academic progress
- the provision of individual support for each student to ensure they exceed academic expectations
- an inspiring program of assemblies and pastoral activities
- timely and effective communication with parents
- the successful induction of all new students
- implementation of the system of rewards and sanctions
- embedding and developing the school's Service program
- full participation in the school's extra-curricular programme and House System
- leadership of trips and visits

The Head of School will have individual responsibility for:

- managing a budget for their school
- developing the leadership skills and attributes of their Deputies and others
- ensuring a team approach to the leadership of their school

## Person Specification

The Head of Infants will be:

- an outstanding teacher
- a trusted colleague
- student focussed
- a highly effective communicator
- adaptable and flexible to changes of circumstance
- a hard worker
- enthusiastic and compassionate

The Head of Infants will possess solid values for working with others and for improving the education for all students. They will demonstrate the integrity and patience that will lead to the development of a positive and highly effective learning community.

## Benefits

The British International School of Shanghai, Pudong and Nord Anglia Education will offer you an outstanding opportunity to lead in an international school of the highest standard. You will make a difference to the personal development of hundreds of young people and to the staff who work in the school.

The financial remuneration is comparable to that of the UK and there are additional benefits including housing and health insurance. You will receive professional support and development which will challenge you each day and prepare you for further career accomplishments.

China is an exciting country with an increasing influence on our world. You will live in Shanghai, a cosmopolitan world city, one which continues to develop each year within a healthy and growing economy. There are wonderful opportunities to visit and experience different parts of China and other East Asian countries.