



HEAD OF PRIMARY JOB DESCRIPTION

LOCATION	Northbridge International School Cambodia
JOB PURPOSE	To offer leadership, inspiration and guidance to the secondary teaching staff, to ensure the smooth day to day operations of the secondary school, and to work effectively as a key member of the School Leadership Team. Responsibility for all day to day operations of the secondary school including the development of a high performance culture, for students and staff that is a core Nord Anglia Education expectation.
REPORTING TO	Principal
DIRECT REPORTS	Primary Deputy Head, Grade Level Leaders, Curriculum Leaders
OTHER KEY RELATIONSHIP	Senior Leadership Team and Educational Leadership Team

KEY TASKS AND RESPONSIBILITIES	MEASUREMENT OF PERFORMANCE
<ul style="list-style-type: none"> ● Staff development, including new staff induction and staff professional development reviews. ● Performance management of all staff, including development of job descriptions, assessment against professional standards, work scrutinies, monitoring of attendance and punctuality, development of a culture of accountability and collective responsibility. ● Line management of the members of the PSLT, including direct and indirect supervision of their work, as appropriate. Coaching and development of the members of the PSLT in their roles and in their general professional development. ● Liaison with the Admin Staff and Principal’s PA, in the management of the following Primary administrative staff; PA to Head of Primary and Receptionist ● Planning and managing the efficient deployment of staff. ● Management of individual staff issues, including recommendations to the Principal about contract renewal or release. ● Development and implementation of action plans for areas of teaching and learning that give cause for concern. ● Liaison with the Principal, in the purchasing of all teaching and learning resources. 	



<ul style="list-style-type: none"> ● Assisting the Principal in all primary student recruitment matters, including meeting and engaging with prospective parents and students. ● Liaison with and support for Director of Admissions and Marketing , regarding new student orientation. ● Ensure clear communication channels internally and with parents. ● Responsible for building links with all parents. Responsible, with the Principal, for working with Parent Council. ● Responsible for the look and feel of the primary school, including general atmosphere, display material, electronic noticeboards and tidiness. ● Responsible for the overall pattern of events in the primary school calendar, and for maintaining a reliable diary of forthcoming events. ● Responsible generally for all primary school events, with the Events Co-ordinator or other designated staff. ● Responsible for managing Parent-Teacher conferences and prize-giving. ● Responsible for managing budgets and expenditure ● Any other tasks as required by the Principal for the support and development of the whole school. 	
Personal Attributes	
<ul style="list-style-type: none"> ▪ High levels of personal integrity ▪ Conscientious and able to focus on completing work to a consistently high standard ▪ Flexible and positive approach to work ▪ Excellent organisational and time-management skills; high attention to detail ▪ Ability to work to tight deadlines and able to prompt others to ensure deadlines are achieved ▪ Adaptable to working in a fast paced ever changing environment ▪ Ability to work under pressure and remain calm ▪ Proactive and willingness to take on multiple tasks ▪ Self-motivated and enthusiastic ▪ Ability to work independently ▪ Must be a team player, willing to help and be flexible ▪ Continually strive for improvement 	
Other	
<ul style="list-style-type: none"> ▪ 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 Cambodia. 	



- A commitment to safeguarding and promoting the welfare of all pupils. And the willingness to undertake appropriate child protection training when required

Philosophy and Values

We are ambitious for our students, our people and our family of schools. We believe that:

- There is no limit to what every person can achieve.
- Creativity and challenge help us get better every day.
- Learning should be personalised.
- Unique global opportunities enhance the learning experience.

The NAE Commitment

At Nord Anglia Education, we work every day to inspire our schools, our students and our employees to be the best they can be, and we are ambitious for them all to achieve more than they thought possible in their personal, social and academic endeavours. Within our family of schools, this aspiration is underpinned by a commitment to always act with **respect, integrity, openness, courage and ambition**. These qualities are the foundation of how we approach our work and roles within NAE and are shared by everyone in our global family.

Promote and embodies *The CORE 7 Leadership Capabilities:*

- **Accountable** – Establishes a high performing culture and accepts accountability for organisational performance.
- **Strategic** – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction
- **Collaborative** – Works collaboratively with others to achieve organisational outcomes
- **Entrepreneurial** – Creates organisational value for diverse stakeholders and achieves commercial success
- **Enabling** – Drives excellence through valuing and developing others
- **Agile** – Achieves personal and organisational success within a changing, dynamic and complex environment
- **Resilient** – Demonstrates personal resilience within a demanding environment of high expectations

- Role-model the ‘Be Ambitious’ philosophy each day
- Feedback as a valued member of the team and the wider organisation



Dear Applicant,

Nord Anglia Education is the world's leading premium international schools organisation. Our 66 international schools are located in China, Europe, Middle East, Southeast Asia and the Americas. Together, they educate more than 64,000 students from kindergarten through to the end of secondary education. We are driven by one unifying philosophy: we are ambitious for our students, our people and our family of schools.

Each Nord Anglia Education school is unique in character and tailored to meet the needs of their specific location. However, our schools are also united by the quality education they offer, the excellence of the student experience and the dedicated staff and management in our schools.

Most of the Nord Anglia schools benefit from our performing arts collaboration with The Juilliard School as well as our Global Campus, which offers unique global experiences for students at every age. Many of our schools will also benefit from our new approach to teaching STEAM subjects (science, technology, engineering, arts and maths) through our collaboration with the Massachusetts Institute of Technology (MIT). Our goal as the leading international schools organisation is to provide an education so that students can succeed academically, socially and personally.

Our schools educate students from pre-school to the end of secondary education. Curricula taught in our schools include the English National Curriculum, International Baccalaureate, American Curriculum, Swiss Curriculum, French Curriculum and Shanghai National Curriculum.

We have a global community of over 13,000 teachers and staff, working in 66 schools located in 29 countries around the world supporting our students' learning. Together, we educate over 64,000 students globally from the ages of 2 to 18 years old.

Our students come from a wide mix of backgrounds and cultures and a typical school may have up to 60 different nationalities. A Nord Anglia Education student benefits not only from the richness and expertise within their own school environment, but also from other schools across the Nord Anglia Education family through our Global Campus. Similarly, our teachers can interact with fellow teachers around the world through Nord Anglia University, our bespoke online platform designed by teachers for teachers to provide unrivalled professional development opportunities.

Although our schools are non-selective, year on year our students' academic achievement exceeds global averages across every key stage. On average, our students' score almost four points above the global average in their IB Diploma, and one in three students goes on to study at one of the world's top 100 universities.

Our schools are amongst the most respected premium schools in their markets and are a very popular choice for parents.