

# Job Description

## Deputy Head of Primary School

**Effective Date:** 2026-2027 (Revised Annually)

**Line Leader:** Head of Primary School

**Responsibility for:** Teaching and Learning, Safeguarding and Well Being

### Main Purpose of the Job

- Lead priority areas of the School Development Plan including at least one whole school objective
- To have overall responsibility for the pastoral systems and care of students in the Primary School; providing support and guidance to staff as necessary.
- To have overall responsibility for tracking the attainment and progress of all students throughout the Primary School, and to take timely action in response to data in order to ensure end of year targets are met.
- To share in the leadership and the corporate responsibility of the school; where the Head of Primary is absent, to deputise as directed by the Principal.
- To assist the Head of Primary School in ensuring high quality education for all students, continuous school improvement and on-going staff development;
- To take full responsibility for leading and managing significant aspects of the school as directed by the Head of Primary School;
- To be a member of and contribute to the work of the Extended School Leadership Team.
- To have overall responsibility for leading pastoral, behavioural and safeguarding development across the Primary School in collaboration and partnership with the Senior School Deputy Head.
- To be the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL) for matters relating to child protection and student welfare.
- To lead curriculum development, inclusion and pastoral support, working with each team to identify students who would benefit most from additional support academically and pastorally.
- To lead the Primary Safeguarding team and work in partnership with the Senior Safeguarding team.

### This role has:

- A teaching commitment of up to 0.6
- A commitment to enrichment programme - 20 hours a year

### BSS Development Goals

Head Teachers' Standards	Specific Responsibilities
Demand ambitious standards for all students, instilling a strong sense of accountability in staff for the impact of their work on students' outcomes.	<ul style="list-style-type: none"> <li>• To have overall responsibility for tracking the attainment and progress of all students throughout the Primary school, and to take timely action in response to data in order to ensure end of year targets are met.</li> <li>• To oversee the progress of students by supporting the Subject Coordinators, Year Leaders and Inclusion coordinators in the analysis of data on a regular basis, ensuring that the Head of Primary School is well informed.</li> </ul>

	<ul style="list-style-type: none"> <li>To liaise with Class Teachers and the Subject Coordinators to ensure data is being effectively used to plan for the individual needs of students including the implementation of a range of strategies and interventions to raise attainment.</li> <li>To oversee the progress of students through supporting the Teachers in the analysis of data on a regular basis, ensuring that the Head of School is well informed.</li> <li>To liaise with Teachers and ensure data is being effectively used to plan for the individual needs of children including the implementation of a range of strategies and interventions to raise attainment.</li> <li>Assist in tackling underachievement and lack of participation by working with families, students and staff</li> <li>Work with families to improve school attendance.</li> </ul>
Provide a safe, calm and well-ordered environment for all students and staff, focused on safeguarding students and developing their exemplary behaviour in school and in the wider society.	<ul style="list-style-type: none"> <li>To have overall responsibility for the pastoral systems and care of students in the primary school; providing support and guidance to staff as necessary.</li> <li>Build positive relationships with colleagues, respecting their feedback and being sensitive to signs of stress.</li> <li>Ensure high levels of wellbeing and engagement for all students are maintained.</li> </ul>
Secure excellent teaching through an analytical understanding of how students learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and students' well-being.	<ul style="list-style-type: none"> <li>To develop representation and the incorporation of students' views into decision making in the life of the school.</li> <li>To actively engage and take ownership of your own professional development.</li> <li>To establish constructive working relationships with other staff and empower staff to be confident practitioners</li> </ul>
Establish an educational culture of 'open classrooms' as a basis for sharing best practice throughout the school, drawing on and conducting relevant research and robust data analysis.	<ul style="list-style-type: none"> <li>Support the Head of Primary School to monitor, evaluate and review classroom practice and promote improvement strategies.</li> <li>Support the Head of Primary School to identify strategies to enhance the quality of teaching and learning standards across the school, so that it is consistently at least good at BSS.</li> <li>To lead on pastoral care and wellbeing</li> <li>To lead on High Performance Learning implementation across all curriculum areas</li> </ul>
Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other	<ul style="list-style-type: none"> <li>To manage the performance development of staff by leading, evaluating, supporting and celebrating good practice and identifying areas for improvement.</li> </ul>
Shape the current and future quality of teaching profession high quality training and sustained professional development for all staff.	<ul style="list-style-type: none"> <li>To develop and maintain effective strategies and support for staff induction.</li> <li>Be available to staff to offer support and assistance, as necessary, in all aspects of teaching, learning, pastoral care and communication with parents.</li> </ul>

### Leadership and Management

Head Teachers' Standards	Specific Responsibilities
Communicate compellingly the school's vision and drive the strategic leadership, empowering all students and staff to excel.	<ul style="list-style-type: none"> <li>Through staff meetings, INSET and engagement with the wider BSS community, promote and embed the vision of the school.</li> <li>Maintain BSS's position as a school of choice for parents.</li> </ul>

Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.	<ul style="list-style-type: none"> <li>Look for opportunities to mentor, coach and encourage collaboration in order to develop teams and individuals.</li> <li>Be aware of an individual's contributions and promote and celebrate the achievements of staff and teams.</li> </ul>
Hold all staff to account for their professional conduct and practice.	<ul style="list-style-type: none"> <li>Demonstrate leadership by setting an example in interpersonal relationships with staff and students.</li> <li>Lead by example and model professional behaviour in accordance with the School's Code of Conduct and any related documentation.</li> </ul>
Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.	<ul style="list-style-type: none"> <li>To regularly monitor whole school policies, systems and procedures.</li> <li>Proactively support the School Ethos, policies and practices by ensuring these are implemented consistently.</li> </ul>
Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.	<ul style="list-style-type: none"> <li>Manage the performance development process within your teams, carrying out formal and informal lesson observations.</li> <li>To monitor and give feedback on the quality of Teaching &amp; Learning in order to improve standards in your team and the wider school.</li> </ul>
Provide the Head of Primary School with information, objective advice and support for the Governing Body to enable it to meet its responsibilities.	<ul style="list-style-type: none"> <li>Assist the Head of Primary School to develop and present a coherent and accurate account of the school's performance in ways which are relevant to the wide range of audiences including inspection teams, governors, staff and parents.</li> <li>Contribute to the creation and monitoring of the Primary School Development Plan by supporting and reporting on whole school initiatives.</li> </ul>
Develop BSS as an outward-facing school which works with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all students.	<ul style="list-style-type: none"> <li>Play a central role in developing and maintaining good communication in school and with the wider school community.</li> <li>To share in the leadership and the corporate responsibility of the school.</li> <li>To take part in marketing and liaison activities, such as open evenings, parents sessions and liaison events with schools in Oman, across the MENA region and the wider world.</li> </ul>
Develop effective relationships with fellow professionals and colleagues in other schools and organisations to improve academic and social outcomes for all students.	<ul style="list-style-type: none"> <li>Seek opportunities to work with other schools in the UK and in the Middle East to share good practice and consequently change practice to improve.</li> </ul>
Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.	<ul style="list-style-type: none"> <li>Lead priority areas of the School Development Plan</li> <li>Take a lead role in contributing to the planning, formation, delivery and monitoring of the School Development Plan.</li> </ul>
Inspire and influence students, staff and parents to believe in the fundamental importance of education in young people's lives and to promote the value of education	<ul style="list-style-type: none"> <li>Actively engage with parents in order to promote positive relationships, encourage parental involvement and respond to their feedback.</li> <li>Prepare and lead presentations and workshops for parents and staff as and when required.</li> <li>Play a central role in developing and maintaining good communication with parents in order to foster positive relationships and ensure parents receive regular feedback on their child.</li> </ul>

## Other Duties and Responsibilities

### Administration

- Be able to meet deadlines and manage your own workload.
- Liaise closely with staff to understand and prioritise resource needs and feed this back to the Head of Primary School.
- To be prepared to lead and organise assemblies that support BSS's vision and Learning Ethos.
- Oversee and monitor the efficiency, practice and organisation of the admissions process across the Primary School

### Safeguarding

- To report any safeguarding concerns at the earliest opportunity and make yourself aware of and follow all safeguarding guidance.

### Professional Development

- To undertake appropriate CPD and training in connection with these responsibilities and personal career prospects.
- Proactively participate in Professional Development
- Be proactive in maintaining an understanding of current thinking, initiatives and developments in Primary education leading to best practice

### Other

- Maintain high standards in your own attendance and punctuality.
- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality.
- To regularly review and action outcomes from the DEI whole school development plan as appropriate to the department & context, supporting colleagues in achieving these goals
- Perform any reasonable duties as requested by the Head of School.

### Note:

***This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.***

***BSS/BSM is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointments are subject to satisfactory references and DBS/Police Safeguarding clearance.***

Signature of Post Holder: \_\_\_\_\_ Date: \_\_\_\_\_