



CHENGelo SCHOOL

AS A WITNESS TO THE LIGHT

JOB DESCRIPTION: HEAD OF PRIMARY SCHOOL

PURPOSE: Chengelo's stated purpose is to:

"Educate and train young people to become Witnesses to the Light of Jesus Christ in Zambia and beyond"

The Head of Primary is to take full responsibility for the running of the Primary School. This means ensuring the provision of world class education for pupils, with a strong commitment to spiritual, character, and leadership development.

RESPONSIBILITIES:

1. SPIRITUAL

The Head of Primary will take the lead in the spiritual life of the school, encouraging pupils and staff to remain Christ centred with a desire to see God actively at work in their lives by the Holy Spirit.

The Head of Primary will encourage staff to see their work as a God given mission, positively supporting the Vision and Christian ethos of the school. They will liaise with the Principal and the School Chaplain where personal spiritual issues overlap with professional responsibilities in the school.

The Head of primary is expected to be a visible presence and witness in a local church.

2. LEADERSHIP

The Head of the Primary School will need to provide dynamic leadership, that drives the school forwards in a manner that gives Glory to God. They will prayerfully serve in the outworkings of the school vision. As a Christian leader, they will need to depend on God's guidance and His word.

They will need to embrace the ecumenical nature of Chengelo School, ensuring that spiritually we build unity. They must be "temperate, self-controlled, respectable, hospitable, able to teach, not given to drunkenness, not violent but gentle, not quarrelsome, not a lover of money. They must manage their own family well and see that their own children obey them with proper respect." (1 Timothy 3, 2-4)

The Head of Primary will be responsible for:

- Providing strategic leadership for the running of Chengelo Primary School.
- Providing effective financial and administrative planning for the Primary School and managing budgets to ensure accountability throughout the Primary school.
- Setting academic and behavioural standards for staff and pupils.
- Laying out expectations with parents.
- Co-ordinating and taking responsibility for all school programmes including spiritual and extra-curricular activities.
- Directing the planning within the Primary school: Ensuring staff plan suitably for their lessons.

3. PUPILS

The Head of Primary will:

- Ensure that all pupils are seen as the children of God, precious in his sight.
- Demand ambitious standards for all pupils, so that each pupil is challenged to achieve their personal best, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- Track progress of pupils as well as their involvement in extracurricular activities; developing effective intervention strategies where necessary to maximise progress for all pupils.
- Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society. The Head of Primary holds ultimate responsibility for securing the safety of all pupils under school care at all times.
- Ensure that suitable child protection policies are in place and effective.
- Take responsibility for discipline issues within the Primary School, maintaining high standards, dealing with misdemeanours promptly and in accordance with school policies, and communicating with staff, pupils and parents about disciplinary measures.
- Market the Primary School effectively to ensure good recruitment.
- Organise an effective selection and enrolment process for all pupils.

4. STAFF

The Head of Primary will:

- Ensure that current and future staffing needs are met by advertising, arranging interviews and selecting suitable persons.
- Work with the Principal to allocate appropriate salary scales to staff that ensure staffing costs remain within budget.
- Ensure good communication.
- Arrange induction of new school staff.
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
- Hold all staff to account for their professional conduct and practice. Ensure all staff have relevant Job Descriptions.
- Ensure staff keep abreast of curriculum developments in the UK and in Zambia.
- 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.
- Apply disciplinary measures, when necessary, in consultation with the Principal and Human Resources Manager.
- Arrange annual professional development interviews and appraisals.

- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.

5. RESOURCES

The Head of Primary will:

- 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.
- Work with the School Management team to prepare an annual budget for the Primary School and manage expenditure within this budget. Ensure departmental accountability within the school.
- Welcome strong governance and actively support the governing board to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the Head of Primary to account for pupil, staff and financial performance.
- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability.
- Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.
- Take responsibility for ensuring standards are maintained and development work is completed to a high standard. This will involve direct/indirect liaison with contracted teams engaged to maintain the site.

6. EXTERNAL RELATIONS

The Head of Primary will be a public face of Chengelo Primary School. They will be responsible for website content, press releases and marketing, and public relations with all stakeholders and government officials. Teamwork will be vital to ensure the public message of Chengelo is consistent across all sections of the school. In regard to the ethos, values, vision, or policy of the school all public statements need to be approved by the Principal.

CERTIFICATION REQUIREMENT

The Head of Primary must be a licensed teacher.

REVIEW AND AMENDMENTS

The Head of Primary will undertake other reasonable duties related to the job purpose required from time to time. This job description should be seen as enabling rather than restrictive and will be subject to regular review.