

Role Profile

Role	Assistant Vice Principal – Primary	School	Oryx International School
Line Management	Primary Department	Reporting To	Vice Principal
Internal and External Interactions	Principals, School staff, Students, Orbital Education, Parents	Hours	40 hours per week

Role Purpose

Background

Educating over 2,000 students, Oryx International School delivers the best of British education exclusively to the children of employees of Qatar Airways and its approved subsidiaries. Owned by Qatar Airways and managed by Orbital Education, the school provides the highest standard of facilities and the best British International education in a safe, caring and welcoming environment. The school's Mission is to deliver an engaging, value-rich, broad and balanced 'British International Education Programme' to the children of the employees of Qatar Airways through highly qualified and experienced UK curriculum teachers. The vision of the school is to ensure that students leave Oryx International School equipped, confident, and ready to face the challenges that their next stage of life will bring. Students in their time studying at the school, will have developed effective behaviours that will enable them to thrive and succeed as global citizens of the 21st century. For more information, www.oryxschool.qa

Role & Purpose

As Assistant Vice Principal, Head of Primary, you will assume a position of great responsibility in shaping the educational experience of our primary students. Working closely with and being line-managed by the Vice Principal, you will play a vital role in ensuring the effective implementation of educational policies and procedures and the overall administration and management of the Primary School.

i) Key Accountabilities

Leadership and Strategic Development

- Lead the day-to-day operational and strategic development of the Primary School in line with the school's vision, mission, values and School Development Plan.
- Support the Vice Principal in creating, implementing and evaluating the primary school plans and annual priorities.
- Contribute to whole-school strategic planning and play an active role within the Senior Leadership Team.
- Ensure that all aspects of the Primary School reflect the school's values of respect, responsibility, excellence, integrity and compassion and constantly promote inclusion and high expectations.
- Lead, manage and communicate change effectively across the Primary School.

Teaching, Learning and Curriculum

- Monitor, evaluate and improve the quality of teaching and learning through learning conversations, learning walks, books look, mentoring and instructional coaching.
- Ensure the effective implementation of the English National Curriculum and any agreed adaptations for an international context.
- Lead the development, implementation and review of curriculum provision across the Primary School to ensure continuity, progression and challenge.
- Ensure that teaching and learning meet the needs of all learners, including students with English as an Additional Language, students of determination/SEND, more able students and those requiring additional support.
- Oversee assessment, tracking and data analysis systems to identify trends, and areas for intervention.
- Lead the development of targeted intervention programmes to raise attainment and accelerate progress.
- Ensure high standards of planning, marking, feedback and assessment across the Primary School.
- Monitor standards of presentation, behaviour for learning and classroom environment.
- Promote innovation and the use of educational technology to enhance learning.

Student Achievement, Pastoral Care and Safeguarding

- Lead and monitor systems to improve attendance and punctuality and ensure timely follow-up with families where concerns arise.
- Ensure robust safeguarding procedures are implemented consistently and that all staff fulfil their safeguarding responsibilities.
- Act as a Designated Safeguarding Lead or Deputy Designated Safeguarding Lead if required.
- Oversee behaviour management systems and ensure that restorative and positive approaches are implemented consistently.
- Monitor and support the social, emotional and mental wellbeing of students.
- Ensure learner voice is actively encouraged, promoted and has impact across Primary
- Oversee transition arrangements, at every learning stage as well as the induction of new students.
- Ensure that all incidents, safeguarding concerns and behavioural matters are recorded accurately and followed up appropriately using the CPOMS system

Staff Leadership and Professional Development

- Provide leadership, direction and support to all Primary School staff, creating a culture of accountability, collaboration and continuous improvement.
- Lead the recruitment, induction and retention of Primary School staff in conjunction with the Vice Principal and HR team.
- Support the deployment of teachers, teaching assistants and cover arrangements to ensure the effective running of the Primary School.
- Identify professional development needs and organise or facilitate high-quality CPD for Primary staff.
- Coach and mentor other leaders to develop leadership capacity across the school.
- Support staff wellbeing and contribute to the creation of a positive, professional and supportive working environment.
- Address underperformance promptly and support staff through improvement processes where required.

Parent and Community Engagement

- Develop and maintain positive, constructive relationships with parents and carers.
- Lead parent meetings, workshops, information sessions and consultation evenings.
- Respond to and resolve parental concerns and complaints in a professional and timely manner.
- Promote effective communication between home and school.
- Represent the Primary School at school events, meetings, admissions events and community activities.
- Contribute to the promotion and marketing of the school and act as an ambassador for Oryx International School.
- Support admissions, student recruitment and retention through participation in tours, open events and transition activities.

Operational and Administrative Responsibilities

- Oversee the Primary timetable, staffing arrangements, cover and duty rotas as delegated.
- Ensure that policies, procedures and handbooks relating to the Primary School are implemented, reviewed and updated.
- Contribute to the preparation for inspection, accreditation and external review processes, including CIS, BSO, Ministry of Education and Orbital Education quality assurance visits.
- Analyse and present student performance, attendance and behaviour data to the Vice Principal, Executive Principal as required.
- Ensure that the learning environment, displays and facilities within the Primary School are safe, purposeful and of a high standard.
- Oversee the organisation of assemblies, trips, events, performances and enrichment opportunities.

- Ensure risk assessments, health and safety procedures and school policies are followed for all Primary activities.
- Manage delegated budgets and resources effectively and ensure value for money.

Wider School Responsibilities

- Work collaboratively with the Assistant Vice Principal, Head of Secondary, and other members of the Senior Leadership Team to ensure a coherent whole-school approach.
- Support cross-phase transition, continuity and progression between Primary and Secondary.
- Contribute to whole-school policies, committees and working groups.
- Attend and contribute to leadership meetings, school events, evening functions and other activities as required.
- Undertake any additional duties reasonably requested by the Vice Principal or Executive Principal which are commensurate with the seniority of the post.

ii) General Activities and Requirements

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The duties outlined above are not intended as a restrictive list. They may be extended or altered to include other tasks that are commensurate with the role as directed by the Vice Principal and the Executive Principal.

iii) Line Manager's signature

Signature: _____

Date: _____

Job Description Acceptance Acknowledgement

I have received a copy of this job description that pertaining to my position.

Position: _____

Revision Date: _____

I have reviewed this job description, understood my duties and my role, and accept that this may change based on the school's operational needs. Any questions about additional duties should be discussed with my line manager or HR.

Employee signature: _____

(Sign over printed name)

Date: _____