



Head of Primary Role

Nairobi Jaffery Academy is a British international school based in Lavington Nairobi with a population of 750 students from Kindergarten to A-Level. The school is looking to fill the position of Head of the Primary section which has a population of 300 students.

Reporting to the Principal, the head of the primary is responsible for the day-to-day leadership and management of the primary school within the spirit of the school's vision and mission. The position holder provides strategic direction for the section while ensuring high teaching, learning, and achievement standards.

Note: The information below is for guidance only; the responsibilities, qualities, and requirements described should not be considered prescriptive or exclusive

Key Responsibilities

- Monitor coverage of the syllabus, quality of teaching, and effectiveness of learning outcomes
- Proactively communicate any developments, issues, and opportunities likely to have an impact on the successful operation of the section
- Oversee the preparation and implementation of an appropriate and effective annual plan and timetable that meets the needs of students and complements the priorities for the whole school
- Managing and monitoring the quality of learning, teaching, and assessment within the section and constantly striving to improve it
- Model and develop a culture of accountability, reflection, and individual learning which will underpin improvement for both staff and students
- Maintain a high level of discipline for both section teachers and students
- Undertake analysis of students' results and taking appropriate action to improve overall levels of attainment
- Build effective relationships with parents, education partners, and other stakeholders by communicating regularly both in writing and in person
- Support in the development and implementation of modern teaching approaches and methodologies
- Conduct section staff annual reviews
- Provide regular feedback to section staff in a way that recognizes good practice and supports their progress against professional and performance management objectives
- Participate in the recruitment process of the section team
- Develop and manage the section's annual budget
- Build and nurture a strong culture based on the school's core values and philosophy
- Provide effective support to the SENCO to ensure the learning needs of students are addressed



- Ensure section teachers have all necessary working resources required in undertaking their responsibilities
- Lead and monitor behavior support strategies including prevention and intervention
- Stay abreast of current developments to strategically plan for and implement improvements in structures, policies, pedagogy, and curriculum

Qualifications and desired qualities

- Degree in education or equivalent qualification
- Minimum 5 years relevant working experience in an international school setup, 2 years of which should be in a leadership position
- Must be registered with Teacher Service Commission (TSC)
- A proven track record in educational leadership including, classroom instruction, lesson plans, student assessment, and staff development
- Exceptional interpersonal and communication skills that enable open communication with parents, teachers, and students
- Ability to demonstrate engaging, deep learning experiences
- Ability to lead successful school-wide initiatives, developing innovative approaches to learning, teaching, mentoring, and guidance
- Comprehensive experience in building a connected school community, positive culture, student welfare, and pastoral care

Expectations

- Demonstrate an explicit commitment to the school's philosophy, vision, and mission
- Exhibit and model respect for all cultures
- Keep abreast of educational developments
- Communicate effectively with all school stakeholders
- Serve as an effective ambassador for the school
- Maintain an effective working relationship with members of the school based on mutual respect, trust, and confidentiality
- Proactive, mature, and committed individual who can work with minimum supervision

To apply email recruitment@jaffery.ac.ke or on before 30th November 2022.

Please note that we may hold interviews as and when applications are received, and this advert may be withdrawn without notice. We therefore encourage you to apply as soon as possible. Applications will only be considered if submitted online and before the closing deadline.