

**GREENHILL ACADEMY**  
**JOB DESCRIPTION**  
**HEADTEACHER – PRIMARY**

**Key Accountability**

**Responsible for the management of students, staff and parents.**

**Responsible for the quality of the learning process and its outcome.**

1. Lead the strategic planning for the school: translate the school vision and mission into multi – year and annual objectives and lead the development of work plans which will ensure delivery of the targets.
2. Maintain the high quality academic excellence and attainment of good quality grades in both internal and national exams.
3. Ensure a consistent and continuous school-wide focus on pupil assessment and achievement, using appropriate data and benchmarks to set, monitor, track and evaluate individual pupil progress, challenging and providing remedies for underperformance.
4. Develop, maintain and lead a team of well trained, motivated and collaborative staff who adhere to high professional standards.
5. Promote a culture of creativity, innovation, encouragement, support, challenge that will effectively develop pupils’ spiritual, moral, social and cultural aspects (holistic development) so that they can be prepared for adult life.
6. Lead in the design, implementation and evaluation of a creative and appropriate academic curriculum and co-curricular activities, which develop a holistic child, continuously improving academic standards and enhancing the attainment of life skills.
7. Ensure that staff are systematically monitored, evaluated and supported to do their work aiming for outstanding standards of learning and teaching at all times.

8. Ensure adherence to all policies; work closely with the Senior Management team, the Head Administration and the Rector to review and update them regularly maintain the alignment to the values of Greenhill Academy.
9. Maintain sound procedures for the security, supervision and maintenance of the school assets and environment ensuring that all health and safety regulations are met and a conducive environment for learning is maintained.
10. Manage the school finances and resources effectively working closely with the Finance department.
11. Ensure exemplary standards of behavior of both staff and students, maintain a fair disciplinary process and timely resolution of issues.
12. Manage the daily operations of the school, delegating appropriately to ensure activities are planned for in time, adequately resources and properly executed.
13. Maintain health parent relationships, ensure regular interactions with them and the time resolution of parents' concerns.
14. Carry out the regular reviews of all school systems to ensure continued compliance with MOES, KCCA, and any other relevant local authorities or government departments.
15. Regular and effectively communicate the progress of every child's learning and other relevant aspects of the school to the relevant stakeholders
16. Maintain excellent communication processes, ensuring the timely and effective dissemination of information and regular, effective meetings with various stakeholders.
17. Follow the standard procedure in recruiting competent staff.
18. To ensure the expected student enrolment figure is achieved, being responsible for admissions within policy guidelines regarding quality.

**Reports to The Rector and is a member of SMT.**