



Job Description: Head of Primary School

Job Title: Head of Primary School	Department: Primary School
Reports to: Vice Principal - Academics	Effective Date: 1 st August 2026
Location: Ooty, TN, India	
Position Type: Full-time, Residential	

About Hebron: Established in 1899, Hebron School is an independently managed, multicultural international, co-educational residential school. Hebron School broadly follows the structure of the English National Curriculum (NC), culminating in the International General Certificate of Secondary Education examinations (Standard 11), and the General Certificate of Education Advanced Level - AS examinations (Standard 12) and A2 (Standard 13). The school situated in Ooty, adjacent to the Botanical Garden, is a lively, busy community in which gifts and talents of both staff and students have ample opportunity for expression and development.

Job Summary:

- As Head of the Primary School, you will lead a team of teachers, overseeing 50-60 pupils which make up the Primary age section of Hebron School
- As a Primary School Teacher at Hebron School, your main purpose is to deliver high-quality education, effective use of resources and the highest standards of learning experience.
- This role involves nurturing a caring and disciplined environment, fostering academic excellence and guiding students towards holistic development.

Responsibilities:

Leadership and Departmental Oversight

- Provide strategic leadership and direction for the Primary School, ensuring alignment with Hebron School's educational philosophy and objectives under the guidance of the Principal and the Leadership Team
- Develop and implement departmental policies, goals, and curricula in line with the English National Curriculum
- Mentor and support staff, fostering professional growth and ensuring high teaching standards.
- Promote innovative and effective teaching practices, integrating technology and hands-on learning where appropriate.
- Prepare Primary School Timetable

Teaching and Curriculum Development

- Teach a year group or class within the Primary School, alongside management responsibilities.
- Lead curriculum planning and evaluation, ensuring content meets the needs of diverse learners and prepares students to move on to standard 7
- Review and adapt syllabi to reflect current scientific advancements and pedagogical best practices.

Student Performance and Assessment

- Monitor and analyse student performance across all subjects and extra-curricular, identifying areas for improvement.
- Oversee the development and administration of formative and summative assessments.

Resource and Budget Management

- Manage resources, including books, materials, and equipment.



- Oversee the Primary School budget, including procurement of new teaching aids, equipment, and learning materials.

Collaboration and Communication

- Act as a liaison between the Primary School and other school departments, as well as the Hebron Leadership Team.
- Represent the Primary School during parent-teacher meetings, school events, and external conferences.
- Coordinate with external organisations for field trips, special guests, and any other enrichment opportunities.
- Plan and lead events and assemblies with the junior school teachers and staff.

Requirements and Preferences:

- Qualified teacher status (or equivalent) with experience teaching in years 1-6
- Strong communication, collaboration and interpersonal skills
- Ability to create inclusive and engaging learning environments
- Continuous professional development in teaching practices and educational trends

Skills:

- Strong leadership and organizational skills.
- Proficiency in curriculum planning and assessment methodologies.
- Effective communication and interpersonal skills for working with students, parents, and staff.
- Ability to mentor and inspire a team of teachers.

Benefits:

- Opportunities for professional development and growth.
- A supportive and collaborative work environment within Hebron School.
- The chance to contribute to the academic and personal growth of students in a diverse international school environment.
- A beautiful campus and access to excellent resources for teaching, learning and personal growth.

Other information (if any):

Willingness to live and work in a residential school environment, contributing to campus life and other community activities.

How to apply:

You can apply by submitting the [Preliminary Staff Application](#). For more details, please contact, Human Resource Assistant, at hr@hebronooty.org