



HEAD OF PRIMARY

Information Pack



INTRODUCTION

The British Section of the Lycée International is recruiting a Head of Primary to succeed Ms Susan Woodward on her retirement in August 2026, following fourteen years of dedicated service. This is a senior role requiring strategic leadership, strong pedagogical expertise and the ability to operate confidently within a complex international environment.

The British Section forms part of the Lycée International, one of France's most successful and respected schools. The Head of Primary leads teaching and learning for the British Section's Early Years and Primary provision across several host schools, working in close partnership with French headteachers, the British Section Director, the Senior Leadership Team and the British Section Parents' Association (BSPA), which acts as employer.

THE ROLE

The Head of Primary is responsible for defining and delivering the British Section's vision for Early Years and Primary education, ensuring consistently high standards and excellent pupil outcomes. As a member of the Senior Leadership Team, the postholder contributes to whole-section strategy and leads with integrity, clarity and ambition for every child. The Head of Primary reports directly to the Director of the British Section.

KEY RESPONSIBILITIES

Leadership and Management

- Within the framework of the British Section's Aims, Values and Continuous Improvement Plan, define and implement a clear and compelling vision for Early Years and Primary education.
- Lead by example and uphold the values of the British Section.
- Work collaboratively with colleagues to develop coherent, evidence-informed plans that support pupil progress, staff effectiveness and overall departmental improvement.
- Maintain a strong understanding of relevant educational research and use data and evidence to guide departmental decisions and plans.
- Contribute to whole-section strategic planning.
- Seek and engage in appropriate Continuing Professional Development and actively encourage a culture of professional growth among staff.

Teaching and Learning

- Ensure learning and pupil well-being are central to all departmental activity and that the curriculum, schemes of work, assessment practices and teaching strategies remain relevant, effective and consistently applied.
- Monitor and evaluate the quality of teaching and learning, implementing improvement strategies where needed.

- Promote high expectations and achievement for all pupils, ensuring that individual learning and pastoral needs including SEND are identified early and supported appropriately.
- Champion the effective use of technology to support learning.
- Ensure clear, accurate and timely reporting to parents, consistent with the procedures of the French host schools.
- Work effectively with Secondary colleagues to support smooth transition across academic phases.
- Identify resource needs and manage the Primary Department's annual budget.
- Develop and promote extra-curricular opportunities that enrich pupils' experience and support the British Section's aims and values.

People and culture

- Foster a positive, collaborative and professional team culture, modelling high expectations and reinforcing a strong sense of community within the Primary Department and the wider British Section.
- Work with the Director on the structure, recruitment and deployment of teaching and support staff.
- Ensure productive and effective teamwork and lead robust processes for staff induction, performance standards, continuing professional development and self-evaluation.
- Provide coaching, guidance, motivation and, when necessary, appropriate corrective action to ensure high professional performance.
- Ensure a safe, inclusive and equitable learning environment where all pupils and staff feel valued.

Policies and Procedures

- Develop, implement and evaluate policies that support the British Section's aims and strategic priorities.
- Ensure the department complies with relevant statutory and regulatory requirements.
- Manage Primary admissions in collaboration with the Admissions Officer, host schools and the British Section Director.
- Ensure the smooth daily management of the Primary Department.
- Ensure robust safeguarding practice in line with British Section procedures and both UK and French expectations.
- Ensure appropriate cover arrangements during Primary staff absences.

Communications and Stakeholder Engagement

- Build strong and constructive relationships across the Lycée International network and with partner schools.
- Maintain excellent communication with parents and contribute to the development of effective home-school partnerships.
- Prepare professional reports as required by the Director.
- Promote the British Section within the wider community

PERSON SPECIFICATION

The new Head of Primary will be a dynamic leader with:

- Relevant teaching and leadership experience, from EYFS through to Upper Primary.
- A secure and up-to-date understanding of educational research, effective pedagogy and how children learn.
- The ability to analyse, interpret and use pupil data to support high levels of progress.
- A successful track record in leading colleagues and enhancing the quality of teaching, learning and pastoral provision.
- Cultural awareness and adaptability, suited to an international context.
- Excellent classroom practice and effective use of IT.
- An understanding of bilingual or multilingual learners (advantageous).

Personal Qualities and Competencies

- A positive, optimistic approach and a commitment to self-evaluation and continuous improvement.
- The ability to build confidence and trust in pupils, colleagues and parents, and to work instinctively and effectively with children.
- Strong interpersonal skills enabling effective relationships with colleagues, families and external agencies.
- The ability to motivate, inspire and support others.
- Good judgement, including the ability to listen, reflect and consider evidence and advice before making decisions.
- The ability to manage a substantial workload in a complex international environment with calmness, efficiency and attention to detail.
- Willingness to work beyond normal hours when necessary.
- A desire to contribute actively to the wider life of the British Section and partner schools.
- Willingness to work towards functional fluency in French; lack of current fluency should not deter applicants.

THE BRITISH SECTION, LYCEE INTERNATIONAL, SAINT-GERMAIN-EN-LAYE – A UNIQUE EDUCATIONAL CONTEXT

The British Section is the largest of fourteen international sections within the Lycée International, one of France's most successful and respected French state institutions located 25 km west of Paris.

It offers students the rare opportunity of a genuine bilingual and bicultural education. The curriculum is divided between French staff teaching the French national curriculum, and foreign teachers employed in one of the school's international sections. Pupils follow the French national curriculum taught by French staff, alongside six to eight weekly hours of language, literature, history and geography taught by their respective international section

teachers to national standards. They spend the balance of their school week with their French teachers.

Demand for places has led to expansion into local partner schools, where British Section pupils are taught in Maternelle, Primaire and Collège environments before (re)joining the main Lycée site in the later years. Pupils sit IGCSE English Language in Year 11 and the British version of the Baccalauréat Français International (BFI) in Year 13.

The British Section has **over 800 pupils**, including around 340 in Early Years and Primary - making it the largest of the international sections in the Lycée International network. The British Section's teaching staff all hold British teaching qualifications and operate on the main Lycée International campus and in four partner schools in the vicinity (currently one *Maternelle*, one *Primaire* and two *Collèges*). There is an administrative team of five, and four librarians who provide a comprehensive service for the British Section libraries on all sites.

Staff are employed by the British Section Parents' Association (BSPA), a French non-profit organisation governed by an elected board of parent governors. The Board oversees the management of the BSPA's affairs (by the Senior Leadership Team led by the Director) and its annual budget. All appointments require approval from French authorities.

The British Section website can be found at: www.britishsection.fr.

SALARY AND BENEFITS

- Highly competitive salary, aligned with qualifications and experience.
- Relocation assistance, including removal expenses and contribution towards French language tuition.
- Full-time, permanent French contract (CDI), including contributions to state and supplementary pension schemes.
- The children of teaching staff may be enrolled in the school if they meet the academic conditions of entry.

The British Section is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to DBS / casier judiciaire (France) checks.

RECRUITMENT TIMELINE

Advertisement published	12 December 2025
Deadline for receipt of applications	4 January 2026
First-round interviews (online, via Teams)	12 & 13 January 2026
Final-round interviews (Saint-Germain-en-Laye)	26 - 27 January 2026