



St Aidan's Anglican Girls' School

Position Description: Head of Junior School

Location: Junior School Administration

Reports to: Principal

Key Liaisons: ELT & SLT Members, Facilities Manager, Junior School Staff

Last Updated: September 2019

School Ethos

All members of leadership within the School have the responsibility to:

- Reflect and nurture the vision of the School in the course of their work.
- Be committed to Christian leadership through vision, service and action.
- Lead by example to staff, students and parents through the fostering of quality relationships and community development.
- Maintain confidentiality and support for the School leadership.
- Be involved in the direct promotion of the School.

Position Summary

The Head of Junior School is a member of the School's Educational Leadership Team and Senior Leadership Team. As a member of this team, the Head of Junior School accepts significant responsibility for leading and supporting members of the school community in achieving the School's mission, vision and strategic goals.

The Head of Junior School is responsible for providing leadership in the Junior School curriculum and for all aspects of student behaviour and achievement. The Head of Junior School works collaboratively with the Junior School teachers in developing a cohesive, challenging and responsive curriculum for each student.

It is the role of the Head of Junior School to provide leadership in the area of pastoral care of all students and staff in the Junior School. The pastoral care aspect of this role links closely with that of the Chaplain and School's Guidance Counsellor.

Key Functions / Responsibilities - this is not meant to be an exhaustive list

Curriculum, Pedagogy, Teaching Practices & Learning Behaviours

- Strategic planning in all curriculum matters for Kindergarten – Year 6 to ensure a holistic and systematic approach to the design of a K-12 curriculum.
- Maintaining curriculum programs at academically rigorous and challenging standards.
- Ensuring teaching and assessment practices are appropriate to the high standing of St Aidan's.
- Creating opportunities to encourage innovative curriculum development promoting the School as a reflective learning community.
- Ensuring pedagogy and assessment practices are leading edge, while maintaining solid foundations in basic learning.

- Ensuring academic staff engage in appropriate professional learning in conjunction with the Deputy Principal.
- Managing student behaviour and consequences for any breaches.

Pastoral Care

- Counselling and /or disciplining students on any breaches of behaviour.
- Ensuring staff are actively engaged in the delivery of pastoral care programs.
- Developing effective and relevant pastoral programs in collaboration with the Dean of Students & Academic Welfare (7-9), Guidance Counsellor, Chaplain and Junior School Classroom Teachers.
- Attending the Child and Youth Risk Management Committee Meetings on a termly basis.
- Remaining up to date and current in all Child Protection legislation requirements and act as one of the Student Protection Officers for the School.

Daily Operational Requirements

- Ensuring the daily operation of the Junior School is efficient, caring, and meets accountability requirements, including WHS.
- Maintaining familiarity with all aspects of school policy and assisting in its implementation.
- Enhancing communication through the School and with its wider, educational and social context.
- Liaising with the Educational Leadership Team (ELT) members and the Assistant Head of Junior School and other staff on curricular, co-curricular, pastoral or other organisational matters as necessary.
- Maintaining familiarity with relevant state and national developments and direction, and legislation relevant to the operation of the School.

Human Resources

- Supervising and supporting academic staff and administration staff directly involved in the Junior School.
- Determining priorities and formulating strategies in professional learning to complement curriculum objectives.
- Designing and maintaining a program of induction and care for new staff members in consultation with the Human Resources Manager.
- Assisting staff to plan, monitor and manage their own career development.
- Managing pastoral support for staff utilising other appropriate support resources, within and outside the School.
- Counselling and/or managing issues relating to staff in consultation with the Principal and Deputy Principal.
- Managing the delivery and implementation of the Professional Learning Cycle for Junior School Staff.

Marketing & Public Relations

- Interacting with parents.
- Leading relevant parent information evenings and events throughout the year.
- Representing the Principal at a range of internal and external functions.
- Maintaining professional links with other schools and with professional organisations.
- Undertaking other professional duties as directed by the Principal.

Enrolments

- Working with the Principal to ensure that strong enrolments are maintained.
- Conducting enrolment interviews.
- Working with the Registrar and giving direction with regard to offers of places.

Selection Criteria

- SC1 Successful collaboration and implementation of strategic approach to lead the curriculum, pedagogy, teaching practices and learning behaviours of Kindergarten to Year 6 students.
- SC2 Effective management, with sound leadership of the positive wellbeing of students, as measured in student and parent feedback.
- SC3 Demonstrated capacity to maintain sound organisational leadership of daily operations.
- SC4 Development of a positive and efficient system for leading and managing the human resource function within the Junior School.
- SC5 Representing the public face of the Junior School at public events and school functions with the appropriate presentation and manner.
- SC6 Working with the Registrar to generate new enrolments as reflected in increasing Junior School enrolment numbers.

Other Information

All employees of St Aidan's Anglican Girls' School are required to:

- Maintain a degree of flexibility in working hours from time to time as required for the position
- Accept that the school reserves the right to modify the position to meet its operating needs
- Assist and relieve in other positions from time to time
- Undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by the Principal or her representative.

Knowledge

- Knowledge of current trends in girls' education (and education generally).

Experience and/or Qualifications

- Be a registered teacher in Queensland (or eligible for registration).
- A higher degree in management and / or education.
- Senior Management experience within an educational environment.

Additional Requirements

- Commitment to Anglican Ethos of the School; and to the Sisters' Philosophy.
- Willingness to take a significant lead in the school's liturgical life and to set a public example of the School's mission.
- Willingness to teach up to 8 lessons as required.

This position involves working with children. The appointment of a successful applicant will be subject to satisfactory employment screening for child related employment in accordance with the law.