



Assistant Head of Junior School Teaching and Learning

POSITION SUMMARY

POSITION TITLE:	Assistant Head of Junior School – Teaching and Learning
AREA / DEPARTMENT:	Junior School
RESPONSIBLE TO:	Head of Junior School
ADDITIONAL KEY RELATIONSHIPS:	Principal, Coordinator and Staff
FULL TIME / PART TIME	Full time

POSITION OBJECTIVE

The Assistant Head of Junior School will oversee teaching and learning in the Junior School. The person will provide support and expert advice in the ongoing development of the curriculum and teaching program. A major focus of the role is the development in staff of teaching capacity and pedagogy. The position actively involves strategic planning of curriculum, supporting teachers, modelling teaching methods, and oversight of the assessment and reporting requirements associated with the Australian Education Act.

The Assistant Head of Junior School will be recognised and respected by colleagues, parents and community members as an exemplary educator. With the education and care of each student at the forefront, they will possess the ability to demonstrate consistent and innovative teaching practices with a deep knowledge of effective pedagogy, including explicit direct instruction and active learning embedded in a Christian worldview.

The Assistant Head of Junior School is a leadership position reporting to the Head of Junior School. This role may include a teaching load of up to 0.4 FTE.

RESPONSIBILITIES

Subject to the discretion of the Principal, the Assistant Head of Junior School has oversight of the effective and innovative delivery of teaching and learning programs.

1. List of Duties Include:

- 1.1 Teaching and Learning
 - a. Assist the Head of Junior School and Teaching and Learning team to ensure that the curriculum and academic program meet the literacy and numeracy needs of the students and requirements of the Australian Curriculum.
 - b. Oversee the regular review of curriculum documentation and policies in accordance with Government Regulations and the Australian Curriculum.
 - c. Oversee and coordinate the Assessment and Reporting requirements for the College, the Australian Curriculum, NAPLAN and ICAS.

- d. Provide professional development for teaching staff on teaching practice and methods through mentoring and by modelling lessons and activities within classrooms.
- e. Oversee the provision of information to parents about the academic program through parent workshops, information sessions and written material available in the College Newsletter or online.
- f. Assist the Head of Junior School to review and manage the performance of staff and identify professional development opportunities, including promoting discussion on staff performance and actively encouraging lesson observation, feedback and professional development.
- g. In consultation with the Head of Junior School, manage the Teaching and Learning Budget and the Professional Development Budget.
- h. Assist the Head of Junior School to induct new staff, including assisting with the orientation program and First Year Teacher probationary period in accordance with the requirements of the VIT.
- i. Undertake professional development and further education relevant to the role.
- j. Adhere to the OH&S policies and procedures of the College.

1.2 Pastoral Care

- a. Maintain a school culture which is safe, secure and enjoyable for students.
- b. Assist with the management of student conduct, keeping accurate records, maintaining high standards of behaviour and promoting excellence.
- c. Form strong connections with parents through regular and comprehensive communication.
- d. Work with parents, students and staff to establish processes for monitoring and reviewing of individual learning plans.

1.3 Event Management

- a. Assist in the leadership of key events such as Chapels, Assemblies, Open Day, School Photos and Junior School Musical.
- b. Oversight of the annual NAPLAN and ICAS assessment program.

1.4 School Management

- a. Serve as a member of the Core Leadership team – an advisory group to the College Principal. Attend annual Core Retreat.
- b. Meet regularly with the Head of Junior School to review the strategic direction of the school.
- c. Serve as Daily Organiser, as required, or in the absence of the Head of Junior School.
- d. Assist the Head of Junior School in the selection, appointment and management of staff.
- e. Update school policy in accordance with annual and tri-annual reviews.
- f. In the absence of the Head of Junior School, fulfill any responsibilities normally assigned to the Head of Junior School, as required.

1.5 Classroom Teacher

- a. Undertake the duties of a teacher as defined by the Position Description for a Teacher.
- b. Carry out other duties as directed by the Head of Junior School or Principal.

CRITERIA

It is essential that the person:

- Will be a practicing Christian who has an informed faith perspective on education;
- Has highly proficient organisational skills, planning, analytical and strategic thinking capabilities;
- Has significant pastoral skills;
- Has a personal sense of initiative, enthusiasm and high energy;
- Is a resourceful team member who can operate in a collaborative and inclusive manner;
- Has breadth and depth of understanding in contemporary and innovative teaching practices;
- Has leadership experience;
- Has excellent communication and interpersonal skills to build relationships with key stakeholders;
- Has the ability to motivate staff and affect positive student behaviour;
- Can commit to advancing a culture of professional engagement and continuous improvement; and
- Has an ability to conduct regular self-reflection and be open to feedback from others to improve practice, build trust and strengthen professional relationships.

Desirable attributes include:

- Post graduate qualifications in educational leadership;
- Involvement in professional communities; and
- Demonstrated interest in ongoing personal professional development.