



St Leonard's College

# Teaching Staff

## Position Description

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### POSITION TITLE:

**Deputy Head of Junior School and International Baccalaureate Primary Years Programme (IB PYP) Coordinator**

**Prepared:** January 2018  
**REPORTS TO:** Head of Junior School  
**Prepared by:** Head of Human Resources

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### Position Purpose

Under the leadership of the Head of the Junior School, McMillan House is a dynamic learning environment where a warm sense of community embraces staff, students and parents in state-of-the-art facilities. The Deputy Head of Junior School has a leadership role which embraces both curricular and management areas.

As St Leonard's College is committed to The International Baccalaureate Primary Years Programme (IB PYP), this position will be of particular interest to teachers who have a genuine interest in innovation in primary education. Experience in and an ability to demonstrate a strong grasp of curriculum models is essential and whilst a knowledge and experience of the IB PYP is desirable, it is not a requirement. A strong background in mathematics and science will also be viewed as an advantage, but similarly, is not a requirement.

The IB PYP coordinator is responsible for the inspirational leadership and oversight of curriculum, assessment and reporting in all key learning areas from ELC to year 4. Reporting to the Principal through the Head of Junior School the IB PYP coordinator is expected to be proactive in:

- developing curriculum statements and practice consistent with the requirements of the IB PYP
- establishing communication with staff in relation to curriculum content, documentation and teaching methods
- leading the pedagogical implementation at the Junior School through work with staff and students in classrooms
- collecting and analysing student data to inform curriculum direction and explicit teaching

### Position Status

This is a permanent full time position. As with all positions of responsibility the Deputy Head of Junior School and IB PYP coordinator are tenured for three years.

This role reports directly to the Head of Junior School for daily duties.

This Deputy Head of Junior School/IB PYP Coordinator is expected to undertake a teaching load of approximately full time equivalent 0.4.

This role includes being an active member of the Junior School Leadership Team and College Academic Directorate, which includes attending appropriate meetings.

## Key Responsibilities

### Administration/Daily Organisation

- coordinating the day-to-day operations of the Junior School
- development of Junior School Specialist Timetable, playground duty roster and in conjunction with the Junior School Leadership team, development of the meeting schedule
- engagement and supervision of casual relief teachers (CRTs)
- advising, approving and making all arrangements for Junior School excursions and camps

### Specific programs, activities and functions

- assisting in the programming of special calendar events such as School Photos, Open mornings and afternoons for families, Easter Chapel, Christmas Chapel, Junior School incursions and orientation and transition schedule and processes

### Pastoral care

- assisting and supporting class teachers in student wellbeing
- encouraging a high standard of behaviour and discipline and assist in methods to maintain this
- attending School Pastoral Care meetings

### Parent/teacher liaison

- assisting in encouraging and maintaining full cooperation between parents and teachers
- in conjunction with Head of Junior School, organising parent information and parent education programs to enable parents to assist in their children's education
- in conjunction with the Head of Junior School, organising Parent Teacher Interviews, Student-led conferences and opportunities for parents to visit the Junior School

### Teaching Expectations

- teaching classes to complement the IB programme of inquiry
- teaching classes within the Learning Support Team
- being able to team teach and provide teaching cover to enable teachers to visit other classrooms and facilitate peer mentoring
- emergency teaching when necessary

### Collaborative planning

- to hold regular collaborative planning meetings with all teaching teams – ELC to year 4 and specialist teachers
- to support and guide staff with the planning, development and evaluation of units of inquiry
- Support teachers to thoroughly plan and reflect on their teaching and learning programs

### Assessment and Reporting

- in consultation with the Director of Learning Operations develop and manage the assessment and reporting processes and practices for the Junior School, PYP and NAPLAN
- co-ordinate the assessment and reporting methods to ensure accurate, relevant records on student progress is maintained
- coordinating the continuous report writing process by monitoring the feedback of their staff
- in conjunction with the Leader and Coach of Impact Evaluation analyse student data to inform best teaching practice and classroom differentiation

### Documentation

- establish and maintain a record of completed planners
- to develop and publish the Programme of Inquiry

- in consultation with relevant Heads of Learning, Year level coordinators and Team Leaders oversee and coordinate the review the Scope and Sequence documents to ensure a smooth transition for students through different year levels
- ensure that essential agreements are developed including but not limited to; classroom, staff, learning journals and continuous online reporting
- to prepare curriculum documents for distribution to staff and parents

#### Professional learning

- ensure that staff members are made aware of IB PYP professional development opportunities and liaise with the IBO to coordinate both internal and external professional development activities
- make recommendations regarding internal and external training opportunities in conjunction with the Director of Teacher Professional Learning
- to coordinate and where appropriate facilitate the professional development program for staff in conjunction with Director of Teacher Professional Learning and Head of Junior School
- in conjunction with the Director or Teacher Professional Learning and Head of Junior School induct new staff, including assisting with the staff induction program
- actively support the Academic Directorate and its initiatives, attending meetings and participating in and where appropriate facilitating Leadership forums
- supporting the Academic Priorities of the College

#### Resource management

- make recommendations for the purchase of suitable teaching and learning resources to support the implementation of IB PYP
- to monitor, maintain and budget for learning area resources

#### Communication

- set up systems for communication and collaboration among all staff members involved in implementing the program
- conduct parent information sessions
- publish articles pertaining to the program in the school newsletter/magazine and as separate curriculum articles
- circulate all relevant information from the International Baccalaureate Organisation (IBO)
- to ensure that curriculum material is prepared and submitted for evaluation of IB PYP and ACARA reviews
- ensure that all requirements and procedures set by the IBO concerning the program are adhered to
- respond to requests for information (e.g., questionnaires) from the IBO
- provide a liaison between the school and the IBO
- extend contacts with the wider community of learners through such means as the IB PYP Network Committee Newsletter, email contact with colleagues, school visits and teacher exchanges

The following are seen as additional requirements of the role:

- Representing the College at IPSHA Deputy Heads Interest Group meetings
- Representing the College at IB PYP meetings
- Attending all Junior School social events for parents (e.g. social evenings, information evenings)
- Attending Saturday morning school tours and all formal school functions
- As Deputy Head of Junior School – deputising for the Head of Junior School at any time when necessary.

## **GENERAL RESPONSIBILITIES**

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

It is a condition of employment that all teachers provide a Victorian Institute of Teaching (VIT) registration before their position will be confirmed.

- The College:
  - is an equal opportunity employer;
  - complies with the requirements of the Privacy Act;
  - has a strong commitment to OH&S;
  - will not tolerate harassment of any kind.
- College Standards - all staff are expected to actively support the following standards:
  - Communication – effective, helpful and positive;
  - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students);
  - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support;
  - Accountability – we do our work with honesty, integrity and enthusiasm;
  - Performance – we perform to the best of our ability;
  - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.

Teachers at St Leonard's College are dynamic, enthusiastic professionals who are committed to:

- the development of learning and teaching programs with clearly defined outcomes;
- the maintenance of effective assessment recording and reporting strategies;
- the integration of ICT into teaching and learning in the classroom;
- meeting all curriculum and assessment requirements;
- engaging in cocurricular and pastoral programs of the College.

## **CHILD SAFETY AND PROTECTION RESPONSIBILITIES**

St Leonard's College is committed to the safety and wellbeing of our students.

The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safety and Protection programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Safety and Protection Policy and procedures including being compliant with the Child Safety Code of Conduct and being proactive in reporting any concerns or identified risk.

Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.