



---

<b>POSITION TITLE:</b>	Head of Junior School
<b>DATED:</b>	October 2017
<b>REPORTS TO:</b>	Principal
<b>Prepared by:</b>	Head of Human Resources

---

The successful applicant will be an expert practitioner in early year's education, fully conversant with current curriculum practice and pastoral programs. A range of leadership skills will be required together with highly developed interpersonal skills and outstanding organisation, presentation and negotiation skills.

#### **POSITION PURPOSE**

The Head of Junior School is a senior position and is accountable for the day to day implementation of the Junior School educational program, its leadership, management and organisation for years Early Learning Centre (ELC) to 4.

The Head of Junior School is a member of the College senior management team comprising the Principal, Deputy Principal, Heads of Sections, Academic Directorate and the Directors of Pastoral Care and Professional Learning and Innovation, in addition to the Head of Human Resources, Registrar and the Director of International Relations, Marketing & Communications.

Under the leadership of the Head of Junior School, the Junior School Team consists of; the Deputy Head of Junior School, responsible for academic programs (International Baccalaureate Primary Years Program, PYP, coordinator); the Director of the Early Learning Centre responsible for the daily management of the ELC (Reggio Emilia philosophy); team leaders (Prep to 2 and Years 3 to 4), responsible for pastoral care and student management.

The successful applicant will be an expert practitioner in early year's education, fully conversant with current curriculum practice and pastoral programs. A range of leadership skills will be required together with highly developed interpersonal skills and outstanding organisation, presentation and negotiation skills.

#### **POSITION STATUS**

While a permanent full time role at the College, the Head of Junior School position is a tenured position for three years.

There is a teaching component of this role, approximate full time equivalent 0.2.

Salary for this role is commensurate with executive roles within the College.

#### **Major Duties and Responsibilities**

##### **Leadership of Junior School**

- To have an evident physical presence before, during and after school that welcomes and engages all Junior School students;
- To have an open door policy that welcomes students, parents and staff to discuss those matters that are important to them;

- Ensure that the mentor programme is actively supported by all Junior School teachers and that effective communication channels exist to share and receive concerns with academic, House and cocurricular staff;
- Together with the Junior School Team, set, articulate and implement a vision of an education appropriate for young people that is forward looking and globally connected;
- Continue to develop innovative programs within Junior School that focus on the centrality of student experience and the best possible outcomes for students' learning and wellbeing;
- Continue the integration of learning and professional practice that is enhanced by technology.

## **Management of Junior School**

It is the responsibility of this position to manage the School in the best interest of the students, consistent with College policy. This includes:

- Management of students' learning and wellbeing;
- Leading and nurturing the development of the Junior School leadership teams and managing staff who work in Junior School;
- Responsibility for control and management of Junior School budget;
- Management of relationships with parents and guardians of Junior School students;
- Chairing of various ad-hoc committees within the Junior School and at the request of the Principal.

## **Specific areas of management**

### **1. Curriculum**

While curriculum planning is chiefly the responsibility of the Academic Directorate and the PYP coordinator, it is the Head of Junior School who ensures that curriculum planning is consistent with the holistic development of students in ELC to year 4 and that it is properly integrated in all the planned activities of the Junior School.

This includes:

- Knowledge of the PYP and Reggio Emilia philosophy;
- Working in collaboration with the PYP Coordinator in the planning and implementation of an effective curriculum for Junior School students;
- Overseeing Parent/Teacher /Student Interviews;
- In conjunction with the Director of Academic Development and Junior School Team, review the Junior School Curriculum where appropriate.

### **2. Student Pastoral Care**

The Head of Junior School will have a philosophy of student wellbeing that is appropriate to the age of the students. The Head of Junior School will work closely with the all staff in the Junior School to provide the opportunities and guidance to assist each student in their development. Support staff include: School Counsellors, Head of Learning Support, Director of Pastoral Care, Chaplains and the College Nurse.

The Head of Junior School has responsibility for the development, care and age-appropriate discipline of students within the Junior School. Issues of serious concern are brought to the attention of the Principal to discuss further courses of action. Other tasks include:

- In conjunction with the Director of Pastoral Care, establish future directions and priorities for student pastoral programs within Junior School;
- Responsible for the Junior School Student Leadership program.

### **3. Cocurricular**

- Responsible for coordinating the Junior School cocurricular activities;
- Responsible for leading the Heads of Houses in the Junior School.

**4. Public Presentation/Assemblies/Information nights for parents and students, includes but is not limited to the following:**

- The Head of Junior School will be responsible for leading the Junior School assemblies, for visitors to the assemblies, and for communication with Chaplains and other departments involved in assemblies such as Music, Theatre or Sport;
- Responsible for developing and leading various and multiple information evenings and public meetings for parents and students;
- Responsible for all aspects of Junior School Celebration Evenings for students, staff and parents.

**5. Contribution to the successful management of the College (in conjunction with the other Heads of School), includes but is not limited to the following:**

- Contribution towards the College Calendar;
- Contribution to the College's management of scholarships;
- Contribution to various committees;
- Contribution to College Information Mornings.

**6. Junior School Camps and Excursions:**

There are a number of camp and excursion opportunities for students and staff in Junior School. Some are allocated specifically to the School, and others are departmental or special interest based and involves Junior School students. The Head of Junior School, in conjunction with relevant staff, will

- Oversee all aspects of camps and excursions;
- Be the out of hours on call contact for camps and excursions across the calendar year;
- Ensure all College policies and protocols in relation to any camps and excursions are adhered to, including the management of risk assessments.

**7. New student enrolments and student transitions:**

The Head of Junior School has an important role in the enrolment process and induction of new students to the College, as well ensuring that there are good systems of support and processes to assist all students with their transition between sections of the College.

This includes:

- Ensuring that the Junior School Administrator is aware of their responsibilities in the enrolment process and that effective and timely communication occurs between the office and Enrolments;
- Review all new students' files and participate in enrolment interviews;
- Provide thorough notes on each new student to the relevant classroom teacher for wider dissemination as appropriate;
- In conjunction with other Heads of School and other key pastoral staff, oversee the transition programs and student handover processes as students move between sections of the College and ensure there is a full briefing on any students of concern or students with special needs as they transition.

**8. Any other tasks as deemed appropriate**

**PERSONAL SPECIFICATION**

Essential Criteria (skills, qualifications, knowledge and experience)

- Proven leadership skills in an educational environment;
- Commitment to academic excellence;
- Strong verbal and written communication skills;
- Strong relationship building skills;
- Proven history and success in change management;
- Judgement/problem solving skills;
- Collaborative team member;

- Ability to identify opportunities for enhancing enrolments;
- Experience in leading a large group of students, staff and parents in an innovative, challenging and inclusive manner;
- Commitment to valuing each student's individuality and providing an enabling educational environment in which talents may flourish and confidence increase;
- Demonstrated excellence teaching;
- Interest in and commitment to the role of technology in student learning;
- Knowledge and experience of specific curriculum and pedagogical approaches to the education of students at this age of schooling;
- An understanding of the particular affective developmental needs of students at this particular stage;
- An understanding of current educational issues at the local, national and international level;
- Experience with the implementation of innovative and educational programs.

## **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.

## **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.