



Position Title:	Head of Pedagogy – Junior School
Dated:	August 2021
Reports To:	Head of Junior School / Director of Academic Development
Prepared by:	Head of Human Resources

Position Purpose

This Head of Pedagogy – Junior School oversees the teaching practices and learning programs within the ELC and Junior School. The person in this role, provides support, advice and collaborates with staff in the ongoing development of their pedagogical practice.

The role includes coaching and mentoring teachers to develop and enhance teaching practices and support innovation relating to pedagogy. This will include, but is not limited to, the implementation of the International Baccalaureate Primary Years Programme (IB PYP) framework, Reggio Emilia Educational Project and Early Years Learning Framework.

Reporting to the Head of Junior School, this role will work with the Deputy Head of Junior School/IB PYP Coordinator, Director of ELC, Academic Directorate and teachers to ensure the implementation of an innovative, creative and engaging curriculum focused on improving outcomes for all students from ELC to Year 4.

Position Status

The person in this role is a permanent full-time teacher but as with all positions of responsibilities the Head of Pedagogy – Junior School is tenured for three years.

The Head of Pedagogy – Junior School will be a member of the Junior School Leadership Team, which includes the Head of Junior School, Deputy Head of Junior School and Director of ELC.

They will also be an active member of the Academic Directorate.

The position attracts extra financial responsibility points and a reduced teaching allocation as a member of the Learning Support Team.

Duties and Essential Job Functions

- Provide leadership, innovation and guidance in the development and implementation of the teaching and learning program (including assessment and reporting) from ELC – year 4
- Collaborate with teachers to support and enhance their pedagogical approaches and ensure alignment from ELC to year 4
- Collect, research and interpret data pertaining to the cognitive, social-emotional and skills learning and development of St Leonard's College students relative to similar cohorts of State, National and International students
- Lead the implementation and continued accomplishment of STEM from ELC to year 4

- Mentor and guide teachers in providing a differentiated curriculum for all students
- Lead professional development sessions, as needed, to support effective implementation of the teaching and learning program from ELC – year 4
- Provide professional development to teaching staff on teaching practice and methods by modelling lessons and activities within the classroom
- Observe teaching staff in consultation with the Head of Junior School, IB PYP Coordinator and Heads of Learning to support their pedagogical practice
- Utilise and share student data to inform curriculum direction and explicit teaching.
- Assist in the development of Scope and Sequence and curriculum mapping documentation to ensure a smooth transition for students through different year levels
- Ensure that NAPLAN skills and preparation are embedded in the Year 3 curriculum
- In conjunction with the Deputy Head of Junior School, oversee the annual implementation of the Year 3 NAPLAN testing
- Facilitate regular meetings of staff from ELC – year 4 for the purpose of planning the implementation of the curriculum
- Lead by example to support teachers new to the College - to facilitate an understanding of what it is to be a teacher at St Leonard's College
- Attend Junior School Leadership Team meetings
- Present at Information Evenings as determined by the Head of Junior School
- Guide College Tours when available and make regular contributions to the College newsletter
- Any other duties as deemed appropriate for the role.

Skills and Attributes

- A thorough understanding of the theory of the International Baccalaureate Primary Years Programme and the principles of Reggio Emilia and to facilitate professional development activities with teaching staff
- Recognised expertise in teaching practices and methodologies and ability to model and facilitate skill development in other teaching staff
- Experience in leading initiatives that focus on improving learning, engagement and outcomes for all students.
- Success in building staff capacity by coaching, mentoring and school wide activities that develop pedagogy
- Experience in change management and leading whole school improvement in Literacy or Numeracy
- Well-developed organisational and facilitation skills
- Highly effective verbal and communication skills, using tact and diplomacy
- Time management skills - able to work to deadlines and capable of directing others when necessary
- Ability to work under pressure and handle conflicting priorities
- Overall good interpersonal skills when working in a team environment

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 staff provide an Employee Working with Children Check or VIT before their position will be confirmed. A Criminal Record check may also be requested in certain circumstances.

- The College:
 - is an equal opportunity employer
 - complies with the requirements of the Privacy Act
 - has a strong commitment to Health Safety and Wellbeing
 - 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.

Child Safe 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 Safe Programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Safe Policy including being compliant with the Child Safe 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.