



Executive Position of Responsibility

POSITION TITLE:	Head of Years 5 and 6
DATED:	August 2019
REPORTS TO:	Principal
Prepared by:	Head of Human Resources

The upper primary years of schooling are an important stage as students look for new challenges, eager to learn more about the world around them and their place in it.

Children at this age have a real thirst for knowledge, driven by the wealth of information available to them instantly and at any time online.

We understand that the life of an 11 year-old now is very different to that of their parents and teachers at the same age, and that the old ways of teaching are unable to meet modern year 5 and 6 students' potential abilities and understandings. That's why we have developed a unique program for learners at this stage, designed to present them with the challenges they seek and instil in them a love of learning that will stay with them throughout their secondary education and beyond.

Our year 5 and 6 students have dedicated, specialist educators across all subjects; they learn Mathematics from a mathematician and Science from a scientist. The curriculum covers English, Science, Mathematics, Humanities, Critical Thinking, languages, Digital Technology, Physical Education, Art and Music, all taught by specialist teachers and in specialist classrooms.

Our award winning program provides students in years 5 and 6 with a greater challenge, ensuring they remain engaged and excited in their learning and building in them the learning dispositions, confidence and critical thinking skills they will need to embrace their future.

POSITION PURPOSE

The Head of Years 5 and 6 is a senior position and is accountable for the day to day implementation of the Years 5 and 6 educational programs, its leadership, management and organisation.

The Head of Years 5 and 6 is a member of the College senior management team comprising the Principal, Deputy Principal, Heads of Sections, Academic Executive and the Director of Pastoral Care, in addition to the Head of Human Resources, Registrar, Director of International Relations & Cocurriculum, Director of Marketing & Communications and the Facilities Manager.

Under the leadership of the Head of Years 5 and 6, the team consists of; teachers of year 5 and 6 which include Heads of primary English, Maths, Humanities and Science and the Heads of House.

POSITION STATUS

While a permanent role at the College, the Head of Years 5 and 6 position is a tenured position for three years.

There is a teaching component of this role approximate full time equivalent 0.24.

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

It is recognised that the school holidays are often times of recreation, preparation and professional development for teachers, and school administrators, and each of these is equally important. As a member of the senior executive team, you will be required to be at school from time to time in the school term breaks, particularly in the week after the school year finishes and in the latter part of the summer vacation. In addition, time in the term holidays may be needed for planning and preparation.

Major Duties and Responsibilities

1. Leadership of Years 5 and 6

- Together with the 5 and 6 Team, articulate and implement the College vision for education that is appropriate for young people which is forward looking and globally connected.
- Continue to develop innovative programs within Years 5 and 6 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.
- Lead and assist the Year 5 and 6 Heads of House staff.

2. Management of Years 5 and 6

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 managing staff who work in Years 5 and 6.
- Responsibility for control and management of Years 5 and 6 budgets.
- Management of relationships with parents and guardians of Years 5 and 6 students.
- Chairing of various ad-hoc committees within the Years 5 and 6 and at the request of the Principal.
- Covering staff absent in years 5 and 6 in consultation with the Daily Organiser.

3. Curriculum

While curriculum planning is chiefly the responsibility of the Academic Executive, Middle Years Curriculum Leaders and the Heads of Learning; it is the Head of Years 5 and 6 who ensures that curriculum planning is consistent with the holistic development of the students in this area and that it is properly integrated in all the planned activities. The Head of Years 5 and 6 will chair meetings that involve the discussion and input into the curriculum. Including, but not limited to:

- Overseeing the continuous reporting process throughout the school year by reading subject and student pastoral reports.
- Overseeing the process of subject selections within Years 5 and 6 but also between Years 5 and 6 and the Junior School and Middle School.
- Assessment and planning of NAPLAN testing.
- Overseeing Parent/Teacher Interviews.
- In conjunction with the Academic Executive, Middle Years Curriculum Leaders and the Years 5 and 6 Team, participate in a review of the curriculum when requested.
- In conjunction with the Timetabler prepare allotment allocations for core teachers in the years 5 and 6 program.

4. Student Pastoral Care

The Head of Years 5 and 6 will have a philosophy of student wellbeing that is appropriate to the age of the students. The Head of Years 5 and 6 will work closely with the teaching and support staff 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, Chaplain and the College Nurse.

The Head of Years 5 and 6 has responsibility for the development, core and age-appropriate discipline of students within Years 5 and 6. 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 Years 5 and 6.
- Overseeing the development and implementation of the Years 5 and 6 Pastoral Development Program (PDP).
- Responsible for the Years 5 and 6 Student Council, including the election process, cyclical meetings, as well as in the capacity of teacher advisor.

5. Public Presentation/Assemblies/Information nights for parents and students

- The Head of Years 5 and 6 will be responsible for leading the Years 5 and 6 assemblies, for visitors to the assemblies, and for communication with Chaplain 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 the Years 5 and 6 Celebration Evenings at the end of year for students, staff and parents.

6. Contribution to the successful management of the College (in conjunction with the other Heads of School):

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

7. Years 5 and 6 Expeditions

There are a number of expedition opportunities, including camps, the Year 5 trip to Sovereign Hill and the Year 6 Canberra trip for students and staff in Years 5 and 6. Some are allocated specifically to the School, and others are departmental or special interest based and involves Years 5 and 6 students. The Head of Years 5 and 6, in conjunction with relevant staff, will

- Oversee all aspects of student and staff recruitment to School based expeditions, including relevant staff training.
- Be the out of hours on call contact for expeditions across the calendar year.
- In conjunction with the leaders, oversee information evenings, itineraries, budget requirements, handovers between staff and student preparation.
- Ensure all College policies and protocols in relation to any expeditions are adhered to, including the management of risk assessments.

8. New student enrolments and student transitions:

The Head of Years 5 and 6 has an important role in the enrolment process and induction of new students to the College, as well in 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 Years 5 and 6 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 teachers.
- 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.

9. 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 in own teaching methods
- 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

Any other task as deemed appropriate

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.

CHILD PROTECTION AND SAFETY 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 Protection Programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Protection and Safety Policy 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.