



WAGGA WAGGA
CHRISTIAN COLLEGE
FORWARD IN FAITH

POSITION DESCRIPTION

COLLEGE VISION:

In Christ, partnering with families in providing excellent academic and practical education, preparing students to act justly, love mercy and walk humbly before God.



POSITION TITLE: Head of Primary School

EMPLOYMENT CLASSIFICATION:

Head of Primary School

REPORTS TO:

All positions are ultimately responsible to the Principal
All positions functionally report to the Principal

POSITIONS REPORTING TO THIS ROLE:

Teachers

AGREEMENT/AWARD:

NSW Christian Schools
Teaching Staff Multi-Enterprise Agreement 2021-2023

COMMENCEMENT LEVEL:

Step 13 + POR in line with MEA

SPECIAL CONDITION

You will be expected to live out and promote the Christian aims, ethos and vision of the College. You will be expected to adhere to all the College's policies. You will be expected to actively develop and commit to the partnership of the Senior Executive. This role frequently requires cooperation and collaboration with other College leaders to ensure effective communication and decision making

WHAT IS THE FUNDAMENTAL PURPOSE OF THE POSITION

To assist the Principal in the efficient and effective operation of the College, particularly the Primary School. The Head of Primary School leads a teaching and administrative team of one of the College's developmentally staged schools and reports to the Principal. In this function, the Head of Primary School is a member of the College's Executive, a member of the College Curriculum team and is responsible to the Principal for staff management, pastoral care and the academic performance in the Primary School.

The Head of Primary School leads and manages the activities of students and teachers, in line with the College Vision statement, in the following areas – pastoral care, academic performance, classroom practice, administration, and budget and staff management.

The Head of Primary School is responsible for the relationship and interaction of the students, staff and parents of the College. Implicit in the role of the Head of Primary School is involvement in College-wide initiatives, responsibilities, events and programs.

The appointee will have a leading role in articulating the values and culture of the College and a personal presence and highly effective communication in relationships with students, staff, parents and alumni.

ACCOUNTABILITIES AND RESPONSIBILITIES OF THE POSITION

Ethos

- Actively support and promote the Christian ethos and vision of the College in a manner that is inclusive and sensitive to the life experiences of students, parents and staff
- At all times promote the College's Christian core values in ways that are practical and accessible
- Help to develop, implement and evaluate the College's Strategic Plan as appropriate
- Demonstrate an ability to forgive and accept forgiveness

Primary School Culture

- Lead in the development of a culture to enable Primary School students to thrive
- Establish and maintain the cultural tone of the Primary School
- Take an active and enthusiastic role in the day-to-day life of the College
- Develop a team of staff who support the academic, social, physical and spiritual growth of Primary School students
- Be up to date with contemporary Primary School literature and research, connecting with professional networks
- Coordinate Primary School assemblies and events

Student Management

- Manage and monitor student behaviour and welfare in the Primary School in partnership with the welfare team, Executive and Primary School teachers
- Review disciplinary procedures for students

Student Wellbeing

- Establish and maintain positive working relationships with Primary School students to support their education
- Support programmes which have the benefits and progress of the students at their core
- Oversee, develop, maintain and evaluate the delivery of the welfare systems
- Provide leadership in managing the needs of the Primary School students
- Liaise with the Counsellor(s) on matters pertaining to the Primary School students and their stage of growth
- Promote initiatives to maximise the potential for success that may be possible for each individual student

Staff Wellbeing

- Actively support Primary School staff wellbeing.
- Present to the Principal significant concerns and feedback from staff
- Liaise and confer with staff responsible for teaching the students in Kindergarten to Year 6

Parent and Community Liaison

- Partner with parents of Primary School students offering support, guidance and care as required
- Enthuse staff and develop structures for active parent engagement.
- Organise appropriate representation of the College at functions within the College and the wider community
- Update the community regularly via the College newsletter and other forms of communication
- Demonstrated skills in the management of parent-College relationships

Teaching and Learning

- Possess a thorough knowledge of the NSW NESA requirements in areas affecting Primary School.
- Implement the College's key learning values: Christ-centred, Excellence, Respect, Service, Curiosity and Hope
- Liaise with Executive on the implementation of the Primary Years programme
- Oversee and support provision of learning support in Primary School
- Model effective teaching practices
- Carry a teaching load, negotiated with the Principal
- Work collaboratively as part of an educational team for the provision of a quality environment and curriculum

Transitions

- In partnership with the Community Relations Officer, market the Primary School as a preferred place of education to prospective parents and students
- Oversee the transition and orientation of students into the Primary School in consultation with Preschool teachers
- Collaborate with staff and parents to provide effective support for students as they commence each year of study
- Oversee appropriate preparation for Year 6 to move to Secondary School in consultation with staff and the Head of Secondary School

Administration

- Lead teachers and support staff to ensure smooth administrative operation of Primary School, including parent events, communication, record keeping, student services and staff matters
- Participate as a member of the College Executive and other relevant sub-committees
- Implement and oversee suitable processes which ensure the quality of Primary School reports
- Oversee the development of annual Primary School budgets and facilitate approved expenditure where appropriate
- Oversee the development of timetables and allocation of resources as necessary
- Collaborate with other operational areas of the College – Enrolments, Community Relations, Information Technology, Administration staff, Learning Support and Grounds/Maintenance amongst others – to achieve the objectives of the Primary School
- Assist in the development and production of external College publications including the newsletter, yearbook, media releases, and social media posts.
- Support the College Student Leadership program
- Promote and monitor safe risk-taking with activities
- Establish, monitor and evaluate policies, practices, systems, and environments to ensure the smooth, effective and safe running of the Primary School
- Develop agendas, chair and keep suitable records of regular Primary School team meetings
- Management of forms, student information curriculum documents, e-mail, etc

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR THIS POSITION

- Attention to detail with high standards of achievement and presentation
- A broad understanding of the development and educational needs of adolescents and young adults
- An active personal Christian faith, and demonstrated and active involvement in a local Church
- Exemplary interpersonal skills
- The ability to think strategically, to analyse and manage data, to make sound judgements and routinely to report progress to the Principal and the Executive
- Strong administrative and management skills and appropriate qualification
- A sound understanding of the diverse elements that contribute to the efficient operation of the College
- Full support of the academic, pastoral and community elements of the College life
- Loyalty to the College and its educational vision

- Strong verbal, non-verbal and written communication skills
- Active participation in the life of the College
- Enactment of transformational leadership
- A deep appreciation of the learning, social and emotional needs of students within the continuum of the College
- Proven leadership and staff management skills
- Well-developed skills in the management and guidance for students
- Maintaining the highest standards of student behaviour and presentation
- Lead the team of classroom teachers
- Management of staff performance within the Primary School
- Organisation and administration of the College's operation and environment
- Demonstrated expertise in teaching and leading

KEY RELATIONSHIPS

The Head of Primary School reports to the Principal.

Persons reporting to the Head of Primary School will include:

- Staff in Primary School

Persons with whom the Head of Primary School is required to consult and will receive the support of include:

- College Executive- Principal, Business Manager, Heads of School
- Counsellor
- Learning Support
- Office Manager
- Finance Department
- Human Resources
- Facility Manager
- Director of Music
- Sports Coordinator

QUALIFICATIONS

- Bachelor of Education or equivalent
- Masters in Christian Education is desirable, or a willingness to undertake study in this area
- NSW Teacher Accreditation and current Working With Children registration

CONDITIONS

The performance of Head of Primary School will be reviewed annually against goals set in collaboration with the Principal, in line with the College's Strategic Plan.

Contribution to Co-Curricular activities such as camps, retreats and cultural events both during the week and out-of-hours (including weekends) may be required from time to time.

The Head of Primary School is expected to maintain a teaching role with the College.

To Apply:

To apply for this position, please submit the application form.

Applications should be addressed to the College's HR Officer, Melissa Hubbard and emailed to m.hubbard@wwcc.nsw.edu.au.

Applications for this position will close on Friday 24 November 2023.

This Position Description details the Role and other duties which may be assigned and will reflect the skill and experience level of the individual.

I have read and understood the above Position Description.

Signed _____ Dated ____/____/____