TYNDALE CHRISTIAN SCHOOL
God's Truth Prevails
SALISBURY EAST

Position Title	Head of Junior School	**Career Group**	Executive
Classification Level	Head of Junior School	**Reporting To**	SE Principal – Salisbury East
Sub-school	Junior School – Salisbury East	**Executive Leader**	SE Principal – Salisbury East

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Purpose of the Role

The Head of Junior School (HOJS) leads the implementation of the vision and core purpose of the School. They are committed to the learning and growth of the school community, including students, their families, employees, volunteers and other valued members. The HOJS will be guided by the School's Core Values, Statement of Faith and other key governing principles. The HOJS understands, leads, mediates and serves the best interests of the school community through the implementation of strategic vision and culture in conjunction with the Salisbury East Campus Principal. The HOJS will also model the School's Core Values and Biblical Christian worldview in their own practice and through the School's practice, programmes and operations.

Additional Reporting Relationships

The HOJS reports directly to the Campus Principal - Salisbury East and will be a member of the Salisbury East Executive Leadership team.
The HOJS will collaborate with the other Heads of Sub-Schools at Salisbury East to ensure a seamless three campus within one school approach, and across the Group to deliver consistency across our schools. In conjunction with the Campus Principal, the HOJS will work with the Executive Director of Finance and Operations, the Executive Director of Teaching and Learning, the Executive Director of Human Resources and a team of cross-campus senior leaders to ensure mutual benefit between the campuses and the maintenance of a Group-wide reputation for quality education within a Christian context.

A Christian Example

Each employee is required, in connection with their work, to behave in a manner consistent with the principles and beliefs and in accordance with the Christian ethos of the School, as contained and interpreted in the Vision, Mission, Core Purpose, Statement of Faith and Core Values. They provide a specifically Christian role model and example:

- to all students and families associated with the School, as well as others outside the School community;
- of a faith-filled and Christ-centred life;
- performing their role diligently and with a servant heart; and
- showing that the body of Christ has many parts, and each part has a role to play that other parts are dependent upon, just as each employee is dependent upon others.

In their interactions with students, parents, other staff, contractors and visitors, employees will be sensitive to the needs and circumstances of others, showing grace and forgiveness, and always being prepared to speak or act as an example of a follower of Christ.

Summary of Work Responsibilities

1. **Leading Junior School teaching and learning**
   a. oversee the development and implementation of a best practice Christian education curriculum embracing a biblical Christian world view - fostering an environment in which employees and students have the opportunity to excel;
   b. lead pedagogical innovation and a continuous review of the learning environment to optimise opportunities for all students to achieve their potential for learning, personal development, and academic performance;
   c. create a positive culture of challenge and support, enabling effective teaching that promotes enthusiastic, independent learners, committed to lifelong learning;
   d. develop a culture of effective teaching, for leading, designing and managing the quality of teaching and learning and for students' achievement in all aspects of their development;
   e. set high expectations for the whole school through careful collaborative planning, monitoring and reviewing the effectiveness of learning;
   f. set high standards of behaviour and attendance, encouraging active engagement and a strong student voice;
   g. provide effective pastoral care and behaviour management procedures for the students of the School; and
   h. oversee and manage student wellbeing in collaboration with wellbeing staff.

2. **Developing self and others in the Junior School**
   a. Build and sustain a professional learning community focused on continuous improvement in teaching, learning and staff development.
   b. Recruit, induct, support and develop staff, fostering positive relationships, wellbeing, respect and high professional standards.
   c. Develop leadership capacity within the Junior School by identifying and mentoring emerging leaders and providing meaningful opportunities for leadership growth and responsibility.
   d. Oversee staff performance, appraisal and professional learning processes, providing effective feedback while modelling strong leadership and a commitment to ongoing professional development and personal wellbeing.
   e.

3. **Leading strategic direction, improvement, innovation and change in the Junior School**
   a. work collaboratively with the Campus Principal to deliver the long-term vision and strategic plan for the School that addresses current opportunities and challenges;
   b. provide accurate, open, timely and quality advice and guidance to the Campus Principal;
   c. lead, develop and implement operational planning processes for service delivery that achieves the objectives of the Strategic Plan;
   d. deliver and report on Junior School performance management and communicate

operational outcomes to the Campus Principal and others as required;

e. work with others to produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities; and
f. with the Campus Principal, lead and manage innovation and change to ensure the vision and strategic plan is put into action across the school and that its goals and intentions are realised.

4. Leading the management of the Junior School

a. work with the Junior School leadership team to oversee the enrolment, education and pastoral care of students;
b. liaise with Teaching and Learning leaders in the Junior School, in the sub-schools and colleagues across the Group with regard to the ongoing development of the curriculum;
c. apply sound educational and business principles and policies;
d. provide prudent and effective financial management of the Junior School budget by actively engaging and supporting financial management practices in conjunction with the Campus Principal and Business Manager
e. use a range of data management methods and technologies to ensure that the school's resources and staff are efficiently organised and managed to provide an effective and safe learning environment within a financially prudent model;
f. ensure that the Junior School is compliant with all legislative and statutory obligations, and regular and timely compliance reports are provided to the Campus Principal as required;
g. delegate tasks to members of the staff appropriately and monitor accountabilities, ensuring these accountabilities are met;
h. collaborate effectively with the Campus Principal, other specialists within the Group, parents and others; and

5. Engaging and working with the community

a. Promote an inclusive culture of high expectations that values and respects the cultural, linguistic and individual diversity of the school community.
b. contribute to the development and implementation of a marketing and community engagement plan that aims to attract enrolments and present a distinctively Christian choice in education;
c. develop and maintain positive partnerships with students, families and carers and all those associated with the wider school community;
d. create an ethos of respect taking account of the spiritual, moral, social and physical health and wellbeing of students;
e. recognise and support the needs of students, families and carers from communities facing complex challenges;
f. promote the identity, image and reputation of the School in the wider community; and
g. develop and strengthen good relationships with government, statutory bodies, local councils, other Christian Schools, further education bodies, other non-government schools, government schools, local churches and community service organisations.

6. Additional responsibilities

a. As a senior leader in the school, the HOJS may additionally take responsibility for and lead an F-12, school wide, designated portfolio, as directed by the Campus Principal.

7. Contributing to a safe and healthy workplace:

a. provide adequate supervision, safe work practices, personal protective equipment, training, and sufficient resources to ensure employees can safely and competently carry out their work;
b. involve and consult employees, health and safety representatives and safety committees in the identification, elimination and control of workplace hazards;
c. promote both the safety and wellbeing of all employees, and (the school) commitment to the provision of a safe and healthy environment;
d. ensure that accidents or near misses are quickly and competently investigated with employee involvement, and recurrence prevented;
e. participate actively in the return to work programs of injured workers in accordance with the rehabilitation policy; and
f. care for their own safety and that of others, including volunteers, students and parents, that may possibly be affected by actions or inaction.

Essential Criteria

Attributes that must be held in order to perform the job to a satisfactory standard.

General requirements

1. Have a sincere faith in Jesus Christ and are involved in their local church community.
2. Have a passion for Christian education and integrating a Christian biblical worldview into curriculum, pedagogy and their professional witness and relationships with students and the wider school community.

Qualifications, education and professional memberships

1. Registered, or eligible for registration with the Teachers Registration Board of South Australia.
2. Bachelor of Education or equivalent, or higher level of qualification.
3. Working With Children Check (WWCC)
4. Masterclass for Responding to Risk of Harm, Abuse and Neglect – Education and Care (RRHAN – EC)

Desired Criteria

Attributes that are not essential to job performance, but which enhance or extend performance.

Abilities, aptitudes and skills

Have the demonstrated ability to:

1. regularly review their own practice and implement change in their leadership and/or manage approaches in response to self-reflection or feedback in order to achieve improved outcomes;
2. apply appropriate skills and strategies to manage conflict effectively, both with employees and community members;

3. effectively build trust across the school community and create long-lasting and effective relationships and networks for the benefit of the school;
4. define challenges clearly and seek positive solutions, including in collaboration with others;
5. use available evidence and information to inform decisions;
6. care pastorally for all staff with compassion and commitment and communicate, negotiate, collaborate and advocate effectively for the community;
7. lead staff effectively, both in setting vision and objectives and in enabling others to grow in leadership, and
8. possess appropriate information communication and technology literacy skills necessary for relevant duties.

Experience

1. Previous experience in a leadership role, including leading and supervising teaching and support staff.
2. Successful experience in leading and managing change in a school environment that has achieved the intended outcome.
3. Financial management experience that will enable the effective oversight of the sub-school budget.

Knowledge

1. Knowledge and understanding of the practice and theory of contemporary leadership and apply that knowledge in school improvement and well versed in the latest research and developments in pedagogy, curriculum, assessment and reporting, and student wellbeing.
2. Comprehensive understanding of relevant national policies, practices and initiatives as well as relevant federal and state legislation, agreements and policies.
3. Appreciation of the implications of child safety, health and wellbeing, human resource management, financial management and accountability, and other legislative and policy requirements in relation to serving their community and broader society.

Agreement

The requirements of this job description are intended to describe the general nature and responsibility of work in this job. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the job. This job description should be read in conjunction with the employee's current Employment Agreement and the Enterprise Agreement. Employees will also be required to follow any other job-related instructions and school policies, and to perform other job-related duties requested by their Immediate Responsible Officer and their Executive Leader to support the School's compliance with its legislative obligations. The Immediate Responsible Officer may, through consultation with the employee, vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

By signing this job description, I agree that it accurately reflects my role.

Employee Signature:	Date:

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Print Name:	