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| Title | Deputy Head of Junior School (F-2) | Career Group | Leadership |
| Classification Level | Executive Level 1 | Immediate Responsible Officer | Head of Junior School |
| Sub-school/Location | Junior School | Executive Leader | Head of Junior School |

PURPOSE OF THE POSITION

The Deputy Head of Junior School (F-2) is accountable to the Head of Junior School for operational leadership of the Junior School (F-2) by

- Leading teaching and learning to implement an effective learning and assessment framework that uses data and benchmarking to improve student outcomes.
- Developing self and others through building performance, professional learning and providing feedback.
- Provide oversight of the pastoral care of students and their families
- Engaging and encouraging staff to work with the community by embracing Junior School ethos and events.

ADDITIONAL REPORTING RELATIONSHIPS

The Deputy Head of Junior School (F-2) is a member of the Junior School Executive Leadership team, the Junior School Leadership team and is included in the Salisbury East Senior Leadership.

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 Policy A2.01 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;
- 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. The Deputy Head of Junior School (F-2), will meet regularly with the Junior School Executive and Leadership teams to support the Junior School in:
 - a. the leadership of the Junior School, specifically F-2;
 - b. developing and maintaining a school that has a firm foundation on biblical principles;

- c. managing the Junior School according to sound educational principles and policies;
 - d. planning and developing new initiatives for the future of the Junior School;
 - e. oversight of Reception transition, including Tiny Tyndalians;
 - f. providing leadership and encouragement to staff members;
 - g. building strong relationships with staff to ensure that they are supported in their professional lives;
 - h. maintaining effective lines of communication with the Leadership teams, the parent body, the staff and students; and
 - i. developing an effective programme that enables Tyndale Christian School to provide educational and spiritual leadership to the wider community.
2. The Deputy Head of Junior School (F-2), will be specifically responsible for:
 - a. leading professional learning in Junior School F-2 Staff Meetings;
 - b. implementing curriculum initiatives in the Junior School and providing leadership and direction for the Learning Enrichment Leader and Curriculum Leaders F-2;
 - c. implementing the reporting and assessment process in the Junior School;
 - d. providing timely information for accountability and compliance;
 - e. representing the School on Early Years matters in external forums; and
 3. Contribute to a safe and healthy workplace by:
 - a. Providing adequate supervision, safe work practices, personal protective equipment, training, and sufficient resources to ensure employees can safely and competently carry out their work;
 - b. Involving and consulting employees, health and safety representatives and safety committees; in the identification, elimination and control of workplace hazards;
 - c. Promoting both the safety and well-being of all employees, and (the School) commitment to the provision of a safe and healthy environment;
 - d. Ensuring that accidents or near misses are quickly and competently investigated with employee involvement, and recurrence prevented;
 - e. Actively participate in the return to work programs of injured workers in accordance with the rehabilitation policy; and
 - f. Generally caring for their own safety and that of others, including volunteers, students and parents, that may possibly be affected by actions or inaction.
 4. Attend professional development and training required by the School, and actively seek opportunities to increase knowledge, experience and skills held.
 5. Attendance of, and contribution to, staff, team and faculty meetings and, where appropriate opportunities present, becoming involved in the life of the School and School events. Minimum meeting requirements include:
 - a. Junior School Executive (weekly);
 - b. Junior School Principal (weekly);
 - c. Junior School Leadership (weekly);
 - d. Senior Leadership (monthly);
 - e. Senior Academic Leadership Team (monthly);
 - f. Tyndale Group of Christian School meetings as required

Other conditions

1. The tenure is for 5 years
 2. Maximum teaching load of 6 teaching lessons (if required)
- Refer to the relevant Enterprise Agreement for further conditions relating to this leadership role.

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. Are passionate about 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 teacher with at least 5 years' classroom experience

Abilities, aptitudes and skills

3. Ability to relate well to students, staff and parents
4. A high degree of initiative and flexibility in their approach managing programs, assessment and reporting
5. Assist staff towards resolution with student learning issues
6. Willingness to assist and be assisted by colleagues so that overall objectives across the Junior School can be met
7. Commitment to the overall well-being of students in order to achieve success
8. Maintain the confidentiality of information according to privacy requirements
9. Aspirational in leading staff to embrace Junior School culture, events and daily school life
10. Must show initiative, demonstrate thorough administration practices, be well organized and follow events through to their completion
11. Have clear, timely and constructive communication with colleagues, parents and the wider community

Knowledge

1. Understanding of the requirements and implementation of the Australian Curriculum
2. Sound knowledge of literacy and the science of reading
3. Familiarity with learning dispositions and early years pedagogies
4. A commitment to leadership development for self and others

DESIRABLE CRITERIA

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

Experience

1. At least 2 full years of leadership experience
2. Post graduate qualifications or commitment to post graduate study

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 Manager 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.

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| EMPLOYEE: | <i>Date</i> |
| NAME: | |
| IMMEDIATE RESPONSIBLE OFFICER: | <i>Date</i> |
| NAME: | |
| EXECUTIVE LEADER: | <i>Date</i> |
| NAME: | |